



SEP 25 2000

Republika ng Pilipinas  
**KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN**  
**TANGGAPAN NG KALIHIM**  
Maynila

097.13 DPWH  
09-25-2000



DEPARTMENT ORDER)

No. 171 )  
Series of 2000 9-25-00 )  
X-X-X-X-X-X-X-X-X-X-X-X

SUBJECT: Creation of a Task Force for the  
Establishment of Road Board  
Secretariat per RA 8794-IRR

This has reference to the Implementing Rules and Regulations (IRR) of Republic Act No. 8794 (An Act Imposing a Vehicle User's Charge on All Types of Motor Vehicles and For Other Purposes), as circularized thru Department Order No. 161, dated 13 September 2000, which provides for, among other things, the establishment of a DPWH Road Board Secretariat (RBS).

For this purpose, a Task Force for the Establishment of the RBS is hereby created with the following composition, tasks, schedule, and reporting responsibility:

A. Composition:

1. Director Burt B. Favorito, Administrative and  
and Manpower Management Service ----- Chairman
2. Assistant Director Manuel Llamoso, Bureau of  
Maintenance ----- Member
3. Ms. Zenaida O. Lardizabal, Personnel Division,  
Administrative and Manpower Management Service ----- Member
4. Mr. Serafin Recta, Budget Division, Comptrollership  
and Financial Management Service ----- Member

B. Tasks:

Overall: Undertake necessary staff work, including recommendations for the Secretary's approval, leading to the establishment and initial operation of the RBS, in accordance with the attached Action Plan.

Specific:

1. Prepare the proposed organization and staffing for the RBS, including job and person specifications, position classifications, and plantilla, for approval by the Secretary and other appropriate offices (e.g., DBM).

2. Upon the approval by the Secretary/other appropriate offices of the proposed RBS organization and staffing, arrange for advertising for the necessary staff.
3. Arrange for the office accommodation of the RBS.
4. Act as the Interim Secretariat of the Road Board until a Regular Secretariat is organized.
5. Perform other related functions.

C. Schedule:


The Task Force shall complete its assigned tasks in accordance with the schedule in the attached Action Plan.

D. Reporting Responsibility:

The Task Force shall report its findings and recommendations to the Secretary, thru Undersecretaries Teodoro T. Encarnacion and Edmundo V. Mir.

All personnel and units of the DPWH are hereby directed to provide appropriate assistance to the said Task Force.

This Order shall take effect immediately.

  
**GREGORIO R. VIGILAR**  
Secretary

ID	TASK	Lead Agent	2000					2001												2002				
			Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Mar	Jun	Sep	Dec
1	<b>Legal</b>																							
1.1	- Procedure for payment of MVUC by Government vehicles	DBM																						
1.2	- Confirm the legal environment for the Board	RFB																						
1.3	- Review MVUC Implementing Rules and Regulations	DPWH/DOTC/RFB																						
1.4	- Amend MVUC Implementing Rules and Regulations	DPWH/DOTC																						
2	<b>Road Fund</b>																							
2.1	- Establish special trust accounts	DPWH/DOTC/DBM																						
2.2	- Procedure for deposit of MVUC into RF	RFB/DBM/LTO																						
2.3	- Procedure for disbursement from RF	RFB/DBM																						
2.4	- Procedure for accounting, auditing & reporting	RFB/DBM																						
2.5	- Agree payment profiles	RFB/DPWH/DOTC																						
2.6	- Release of funds for Special Budget	DBM																						
2.7	- Recalculate road user charges	RFB																						
2.8	- Prepare proposal for adjustment to fuel levies	RFB																						
2.9	- Prepare proposal for adjustment to licence fees	RFB																						
3	<b>Road Fund Board</b>																							
3.1	- Obtain road user nominations	DPWH/DOTC																						
3.2	- Recommend Board members	DPWH/DOTC																						
3.3	- Appoint road user members	President																						
3.4	- Launch Board	DPWH/DOTC/RFB																						
3.5	- Approve members remuneration	RFB																						
3.6	- Meetings	RFB																						
4	<b>Executive Officer</b>																							
4.1	- Prepare job & person specification	Task Force																						
4.2	- Approve job & person specification	RFB																						
4.3	- Agree employment conditions	RFB																						
4.4	- Advertise for EO	Task Force																						
4.5	- Appoint EO	RFB																						
5	<b>Secretariat</b>																							
5.1	- Assign task force	DPWH																						
5.2	- Allocate establishment budget	DPWH																						
5.3	- Confirm organisation & staffing	RFB/Task Force																						
5.4	- Find accommodation	Task Force																						
5.5	- Prepare job & person specifications	EO/Task Force																						
5.6	- Agree employment conditions	RFB																						
5.7	- Advertise for staff	Task Force																						
5.8	- Select staff	EO																						
5.9	- Appoint staff	RFB																						
6	<b>Equipment &amp; Systems</b>																							
6.1	- Transfer/loan assets & equipment from DPWH, DOF, DOTC	DPWH/DOF/DOTC																						
6.2	- Purchase fixed assets & equipment	RFB																						
6.3	- Standardise accounting structure for RF/RFB	RFB																						
6.4	- Implement RF/RFB FIMS	RFB																						
6.5	- Specify program management system needs	RFB																						
6.6	- Specify road information system needs for RFB	RFB																						
6.7	- Implement road user charges model	RFB																						
6.8	- Implement strategic planning system (HDM-4 or equivalent)	RFB																						
7	<b>Road Fund Board Procedures</b>																							
7.1	- Determine procedures for meetings & minutes	RFB																						
7.2	- Determine administration procedures	RFB																						
7.3	- Prepare and approve delegations	RFB																						
7.4	- Prepare accounting policies	RFB																						
7.5	- Audit charter and procedures	RFB																						
7.6	- Procedure for allocating Special Local Road Fund	RFB																						
7.7	- Competitive bidding procedures	RFB/DPWH																						
7.8	- Policy on DPWH projects by administration	RFB/DPWH																						
7.9	- Manual of operating procedures	RFB																						
8	<b>Procedures Agreement with DPWH</b>																							
8.1	- Confirm RFB & DPWH roles	RFB/DPWH																						
8.2	- Prepare supporting requirements for work programs	RFB/DPWH																						
8.3	- Procedures for notifying appropriations and other funding	RFB/DPWH																						
8.4	- Requirements for program accounting, management and reporting	RFB/DPWH																						
8.5	- Prepare draft Agreement	DPWH																						
8.6	- Approve Agreement	RFB																						
9	<b>Procedures Agreement with DOTC</b>																							
9.1	- Confirm RFB & DOTC roles	RFB/DOTC																						
9.2	- Prepare supporting requirements for work programs	RFB/DOTC																						
9.3	- Procedures for notifying appropriations and other funding	RFB/DOTC																						
9.4	- Requirements for program accounting, management and reporting	RFB/DOTC																						
9.5	- Prepare draft Agreement	DOTC																						
9.6	- Approve Agreement	RFB																						
10	<b>Agreement with Provincial &amp; City Governments</b>																							
10.1	- Confirm RFB & local roles	RFB/local govt																						
10.2	- Requirements for program accounting, management and reporting	RFB																						
10.3	- Prepare draft Agreement	RFB																						
10.4	- Sign Agreement	RFB/local govt																						
11	<b>Agreement with Land Transport Office</b>																							
11.1	- Establish procedures for MVUC collection	RFB/LTO																						
11.2	- Establish requirements for LTO reporting to RFB	RFB/LTO																						
11.3	- Review LTO accounting systems	RFB/LTO/DOF																						
11.4	- Prepare Agreement	RFB																						
11.5	- Sign Agreement	RFB/LTO																						
12	<b>2001 Work Program</b>																							
12.1	- Estimate Road Board administration cost	RFB																						
12.2	- Review revenue estimates	RFB																						
12.3	- Review expenditure requests	RFB																						
12.4	- Prepare 1 & 3 year work plan	RFB																						
12.5	- Prepare Statement of Intent	RFB																						
13	<b>2002 Business Plan</b>																							
13.1	- Prepare draft objectives and strategies	RFB																						
13.2	- Consult with stakeholders	RFB																						
13.3	- Finalise objectives and strategies	RFB																						
13.4	- Prepare outputs & performance measures	RFB																						
13.5	- Confirm Road Board administration cost	RFB																						
13.6	- Review revenue estimates	RFB																						
13.7	- Review expenditure estimates	RFB																						
13.8	- Prepare 1 & 3 year work plan	RFB																						
13.9	- Prepare Statement of Intent	RFB																						
13.10	- Consult with stakeholders	RFB																						
13.11	- Finalise Business Plan	RFB	</																					