



697.13 PPH
10-29-2004

Republika ng Pilipinas
KAGAWARAN NG PAGAWAIN AT LANSANGANG PAMBAYAN
TANGGAPAN NG KALIHIM
Maynila **OCT 29 2004**

DEPARTMENT ORDER **SUBJECT: Implementation of the National Road Traffic Survey Program (NRTSP) and the Road Traffic Information Applications (RTIA)**
NO. 207
Series of 2004 *10-29-04*

This Department Order (D.O.) modifies the original D.O. No. 166, series of 2003 to assign detailed responsibilities among the Central Office, Regional Offices and District Engineering Offices. The National Road Traffic Survey Program (NRTSP) is the official source of traffic data collection procedures implemented throughout the Department. The detailed traffic data management is handled by the Road Traffic Information Applications (RTIA) while the summary of this data is stored in the Road and Bridge Information Application (RBIA) and is used as one of the important inputs to the new planning and programming process, developed under the Road Information and Management Support System (RIMSS).

To streamline the implementation of the new system for the conduct of traffic counting, using a mixture of manual and automated methods, and axle load surveys under NRTSP, the concerned Offices in this Department are herewith assigned the corresponding tasks and responsibilities as follows:

The **Central Office (Planning Service)** shall be responsible for:

1. Preparing Annual Survey Plan by scheduling traffic data collection.
2. Resource planning and location of traffic data collection equipment.
3. Preparing budget proposal for operations.
4. Preparing budget estimates and the corresponding release of funds.
5. Assisting and monitoring the Regional Offices (ROs) and District Engineering Offices (DEOs) in the conduct of manual classified traffic counts, automated classified traffic counts and axle load surveys.
6. Assisting the ROs in the entry/validation process of automated traffic count data and encoding/validation of axle load survey data into RTIA.
7. Assisting the DEOs in the encoding/validation of manual traffic count data into RTIA.
8. Processing and final verification of NRTSP data.
9. Gathering information on traffic data collection activities (both NRTSP and non-NRTSP counting).
10. Providing information on traffic data collection activities.
11. Undertaking quality assurance (QA) procedures.
12. Managing RTIA and uploading of traffic data summary to RBIA.
13. Preparing traffic data analysis and final report of NRTSP data.
14. Ensuring maintenance of traffic data collection equipment.

The **Regional Offices** shall be responsible for:

15. Assisting the Planning Service in setting up survey sites and scheduling the manual and automated classified traffic counts and axle load surveys, including review of the survey plans.
16. Installing traffic data collection equipment at the designated survey sites.
17. Conducting automated classified traffic counts (monitoring and downloading operations) and axle load surveys.
18. Conducting manual check counts for the automated traffic counts and axle load surveys as required.
19. Data entry and validation of raw automated traffic count and axle load data for uploading into RTIA.
20. Monitoring the activities of the District Engineering Offices in the conduct of manual classified traffic count surveys and check the accuracy of the traffic count data before submitting to Traffic Analysis Section (TAS), Project Evaluation Division (PED), Planning Service (PS).
21. Submitting the automated traffic count data to the TAS, PED, PS by the 7th weekday of the month following the recording month or earlier as agreed with the Planning and Design Division, and axle load data after the conclusion of the survey.
22. Undertaking standard maintenance of traffic data collection equipment.
23. Assigning personnel on a fulltime basis to NRTSP: two traffic engineers and one encoder with desktop computer.
24. Hiring of temporary/casual personnel on a full time basis (could be with the help of the District Engineering Offices) during the axle load surveys.
25. Withdrawing/returning the portable axle load weighing scales to the designated stockyards before and after the conduct of axle load surveys (initially designated stockyards: DPWH Region I, San Fernando City, La Union; DPWH Region III, San Fernando City, Pampanga; DPWH Region IV-A, EDSA, Quezon City; DPWH Region VII, Cebu City; and DPWH Region X, Cagayan de Oro City).
26. Providing service vehicle(s) as required (should be on a hire basis) on full time basis to NRTSP for automated traffic counts and axle load surveys.

The **District Engineering Offices** concerned shall be responsible for:

26. Assisting the Planning Service in setting up survey sites and scheduling the manual and automated classified traffic counts, including review of the survey plans.
27. Conducting manual classified traffic counts.
28. Data entry and validation of raw traffic data collected in the field for uploading to RTIA.
29. Assigning personnel on a fulltime basis to NRTSP: one traffic engineer, and one encoder with desktop computer.
30. Hiring of temporary/casual personnel to be assigned as traffic count personnel on a full time basis during the manual classified traffic counts.

31. Submitting the manual traffic count data to the TAS, PED, PS by the 7th weekday of the month following the recording month.
32. Assisting the personnel of the Regional Office in monitoring the installed automated traffic classifier equipment and in the conduct of axle load surveys.

Information technology enquiries/assistance relating to RTIA should be directed to the Department's IT Help Desk (Telephone No. 304-3070). Any technical enquiries relating to responsibilities and procedures should be addressed to the Application User Coordinator, Chief of the Traffic Analysis Section in the Project Evaluation Division, Planning Service (Telephone No. 304-3471).

Any violation of these policies and procedures and non-compliance with the directives issued by the Planning Service shall subject the erring employee or official to immediate sanctions that shall include relief, suspension and/or dismissal in accordance with the Civil Service rules and regulations and other pertinent laws and regulations.

This Order shall take effect immediately and supersedes all previous Department Orders and other issuances or any provision thereof that are inconsistent herewith.


FLORANTE SORIQUEZ
Acting Secretary