



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila

097. 128 PWH  
05-10-2016

**SPECIAL ORDER** )

No. **58** )

Series of 2016 *05-10-16* )

**SUBJECT : DESIGNATION OF  
COORDINATORS FOR THE  
MULTI YEAR PROGRAMMING  
AND SCHEDULING  
APPLICATION**

With reference to Department Order No. 89 series of 2016 regarding implementation of the Multi Year Programming and Scheduling Application (MYPS), the following are hereby designated to ensure the effective implementation and sustainability of the system:

- |                           |   |
|---------------------------|---|
| 1. NENITA R. JIMENEZ      | MYPS APPLICATION USER COORDINATOR                 |
| 2. PETER PAUL R. CORTEZ   | PROGRAMMING DIVISION<br>MYPS COORDINATOR          |
| 3. JUAN CARLO B. PAPA     | DEVELOPMENT PLANNING DIVISION<br>MYPS COORDINATOR |
| 4. LOYD ANTHONY A. MIARAL | ROAD PROGRAM OFFICE<br>MYPS COORDINATOR           |

The MYPS Coordinators shall be in charge of overseeing the following tasks :

**MYPS Application User Coordinator**

1. Creation of Programs in MYPS;
2. Monitoring loading of all projects and programs;
3. Maintaining the integrity of data;
4. Analysis of data quality;
5. Liaison with Information Management Service (IMS) and approval of requests for software changes to MYPS functionality;
6. Monitoring the update of MYPS for approved Realignments and Modifications;
7. Monitoring the update of MYPS for Memorandums of Agreement (MOAs);
8. Coordinating, designing and implementing training on the MYPS within Central Office, and maintaining training documentation;
9. Coordinate Multi-Year Obligation Funding (MYOAs) requests with the Regional Office Planning and Design Divisions (RO-PDDs) and Department of Budget and Management (DBM);
10. Maintaining the geographic representation of all projects in the Geographic Information System (GIS);
11. Maintenance and dissemination (including upload to the Planning Applications Web Site) of MYPS operational and procedural manuals;

**Programming Division MYPS Coordinator**

1. Assignment of Project IDs for all projects other than those under Major Final Output (MFO) -1 and road and bridge projects under MFO-3;
2. Loading all projects in MFO-2, MFO-3 (excluding roads and bridges), Local Infrastructure Program (LIP), the program for Various Infrastructure Including Local Projects (VIILP);
3. Applying Errata to Working Programs for MFO-2, MFO-3, LIP and VIILP projects;
4. Setup programs for Realignments and Modifications;
5. Analysis of data quality for all MFO-2, LIP, VIILP, and externally funded projects;
6. Analysis of the MFO-2, LIP, VIILP and externally funded programs;
7. Changing Working Programs to Approved status (excluding those managed by DPD), and publishing to PCMA;
8. Monitoring approved Realignments and Modifications for all projects throughout the year;
9. Liaison with the Office of Regional Operations on Realignments and Modifications;
10. Monitoring of project Delistings;
11. Setup approved MOAs in MYPS;
12. Monitoring itemization of Lump Sum projects;
13. Monitor update of financial allocations to Foreign Assisted Projects;
14. Coordinate with Unified Project Management Office (UPMO), RO-PDDs, District Engineering Offices (DEOs) and external agencies to provide data and for maintaining the geographic representation of all MFO-2, MFO-3 (excluding roads and bridges), LIP, VIILP and externally funded projects in the GIS;
15. Coordinating, designing and implementing training on the MYPS within Central Office Programming Division;
16. Monitoring of Modifications and Realignments and impacts to program Targets;

**Development Planning Division MYPS Coordinator**

1. Assignment of Project IDs for all projects under MFO-1 and road and bridge projects under MFO-3;
2. Preparation of MYPS import files for all projects under MFO-1 (including multi-year projects) and road and bridge projects under MFO-3;
3. Monitoring the structure and update of Foreign Assisted Projects in MYPS through liaison with UPMO;
4. Preparation and loading of Multi-Year plans and projects including project components, into MYPS;
5. Loading all MFO-1 and MFO-3 road and bridge projects into MYPS for National Expenditure Program (NEP) and the House General Appropriations Bill (HGAB);
6. Changing Working Program for MFO-1 (NEP and HGAB) to Approved status;
7. Analysis of proposed projects and programs with regard to funding overlaps;
8. Analysis of data quality for all MFO-1 and MFO-3 road and bridge projects in MYPS;
9. Analysis of the MFO-1 and MFO-3 road and bridge programs;
10. Monitoring Realignments/Modifications and Targets for road and bridge projects in MFO-1 and MFO-3;

11. Coordinate requests for MYOAs with the RO-PDDs and DBM;
12. Maintaining the geographic representation of the road and bridge projects;

**Road Program Office MYPS Coordinator**

1. Analysis of Motor Vehicle Users Charge (MVUC) proposed projects and programs with regard to funding overlaps in other programs;
2. Analysis of projects with regard to road condition, traffic volumes and other relevant data;
3. Preparation of MYPS import files and loading all proposed and approved MVUC projects;
4. Compilation of Special Allotment Release Orders (SAROs) issued by DBM;
5. Assignment of Project IDs for all projects funded by the MVUC;
6. Changing Working Program for MVUC funded projects to Approved status;
7. Analysis of data quality for all MVUC funded projects in MYPS;
8. Analysis of the MVUC funded programs;
9. Tracking Realignments/Modifications and Targets for MVUC funded projects;

This order shall take effect immediately.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



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