



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

**OFFICE OF THE SECRETARY**

Manila

097.12 DPWH  
09-20-2005

**SEP 18 2005**

**SPECIAL ORDER**

**SUBJECT: RECONSTITUTION OF THE BIIP  
TEAM AND TECHNICAL  
WORKING GROUPS FOR  
CONTRACT MANAGEMENT  
IMPROVEMENTS**

NO.

**115**

Series of 2005

09-20-05

In line with the Department's reform efforts of improving Contract Management and implementing the American Association of State Highway and Transportation Officials (AASHTO) SiteManager software, the following C03 Business Improvement Implementation Project (BIIP) Team and Technical Working Groups (TWGs) are hereby reconstituted with the following members:

**A. Contract Management BIIP Team**

1. Asst. Sec. Rafael Yabut	OSEC, Chairman
2. Asst. Director Huillio Belleza	Region IV-A, Vice-Chairman
3. OIC Director Walter Ocampo	BOC, Vice-Chairman
4. Director Alfredo Tolentino	Region IV-B
5. Asst. Director Virgilio Castillo	ADB-PMO
6. OIC Asst. Director Constante Llanes, Jr.	IBRD-PMO
7. Project Manager Abdul Pandapatan	OSEC
8. Director B. Elizabeth E. Yap	MIS
9. District Engineer Daisy Toledo	2 <sup>nd</sup> Cebu DEO
10. Engr. Benedict Matawaran	Bulacan 1 <sup>st</sup> DEO
11. Engr. Carlito Nacional	BOC
12. Engr. Isidro Encarnacion	Region IV-A
13. Engr. Melrose Pailma	BOC
14. Engr. Emerliza Labanancia	BOC
15. Engr. Joselito Castro	OSEC
16. Engr. Teodoro Landicho	BRS
17. Ms. Lucia Rondon	CFMS
18. Mr. Fortunato G. Bergania, Jr.	MIS
19. Mr. Rhalf Cawaling	MIS

The responsibilities of the BIIP Team are to:

- Ensure that the Contract Management BIIP is directed towards the project objectives and goals;
- Assume over-all responsibility for the adoption and institutionalization of the BIIP;
- Assist in the definition of security for the software;
- Assist in the determination of information needed for the system setup of the software;
- Assist in the determination of reporting requirements;

- Review Consultant Reengineering Recommendations;
- Assist in the development of policy and procedure recommendations for the Contract Management Procedures Manuals;
- Assist in User Acceptance testing of the System;
- Assist in ensuring that the needs of all DPWH Offices are considered in the software functionality, procedures, training, support and technical infrastructure;
- Assist in communicating implementation plans and progress to DPWH staff;
- Encourage the acquisition of knowledge and skills by DPWH personnel;
- Attend BIIP Team training and meetings;
- Act as the Department's change agents to all Department staff on the new Contract Management processes;
- Other duties as assigned by the BIIP Team Chairman

**B. Technical Working Group – Contract Mobilization**

1. Melrose Pailma	BOC, Team Leader
2. Rafael Edreisa	BOC
3. David Galang	IBRD-PMO
4. Daisy Toledo	2 <sup>nd</sup> Cebu DEO
5. Ma. Visna Manio	BOM
6. Joselito Castro	OSEC

The responsibilities of the TWG – Contract Mobilization are to:

- Assist with Policy and Procedure recommendations for Contract Mobilization in SiteManager;
- Assist with validation of Contract Mobilization Report Designs;
- Assist with validation of data required for Contract Mobilization activities;
- Assist with validation of Contract Mobilization Procedures;
- Assist with completed Contract Mobilization end-user acceptance testing;
- Encourage the acquisition of knowledge and skills by DPWH personnel;
- Attend TWG Team training and meetings;
- Act as the Department's change agents to all Department staff on the new Contract Management processes;
- Ensure successful implementation of the AASHTO Software;
- Other duties as assigned by the BIIP Team Chairman and TWG Team Leader

**C. Technical Working Group – Daily Work Report (DWR)**

1. Benedict Matawaran	Bulacan 1 <sup>st</sup> DEO, Team Leader
2. Ma. Indira Hidalgo	ADB-PMO
3. Emerliza Labanancia	BOC
4. Joselito Jacalne	BRS
5. Edilberto Quiambao, Jr.	1 <sup>st</sup> Quezon City DEO
6. Daisy Toledo	2 <sup>nd</sup> Cebu DEO
7. Ma. Visna Manio	BOM
8. Isidro Encarnacion	Region IV-A

The responsibilities of the TWG – Daily Work Report (DWR) are to:

- Assist with Policy and Procedure recommendations for DWR/Diary and Time Suspension processing in SiteManager and SitePad;
- Assist with validation of DWR/Diary and Time Suspension Report Designs;
- Assist with validation of data required for DWR/Diary and Time Suspension activities;
- Assist with validation of DWR/Diary and Time Suspension Forms and Procedures;
- Assist with completed DWR/Diary and Time Suspension end-user acceptance testing;
- Encourage the acquisition of knowledge and skills by DPWH personnel;
- Attend TWG Team training and meetings;
- Act as the Department's change agents to all Department staff on the new Contract Management processes;
- Ensure successful implementation of the AASHTO Software;
- Other duties as assigned by the BIIP Team Chairman and TWG Team Leader

D. Technical Working Group – Change Orders (Variation Orders)

1. Carlito Nacional	BOC, Team Leader
2. Abdul Pandapatan	OSEC
3. Ma. Indira Hidalgo	ADB-PMO
4. David Galang	IBRD-PMO
5. Melrose Pailma	BOC
6. Ma. Visna Manio	BOM
7. Nestor Cleofas	Region IV-A
8. Dante Potante	BOD
9. Eric Ayapana	1 <sup>st</sup> Quezon DEO
10. Camilo Foronda	LS

The responsibilities of the TWG – Change Orders (Variation Orders) are to:

- Assist with Policy and Procedure recommendations for Change Order processing in SiteManager;
- Assist with validation of Change Order Report Designs;
- Assist with validation of data required for Change Order activities;
- Assist with validation of Change Order Procedures;
- Assist with completed Change Order end-user acceptance testing;
- Encourage the acquisition of knowledge and skills by DPWH personnel;
- Attend TWG Team training and meetings;
- Act as the Department's change agents to all Department staff on the new Contract Management processes;
- Ensure successful implementation of the AASHTO Software;
- Other duties as assigned by the BIIP Team Chairman and TWG Team Leader

E. Technical Working Group – Contractor Payments

- |                            |                                 |
|----------------------------|---------------------------------|
| 1. Lucia Rondon            | CFMS, Team Leader               |
| 2. Virgilio Castillo       | ADB-PMO                         |
| 3. Lilibeth Ricio          | URPO-PMO                        |
| 4. Carlito Nacional        | BOC                             |
| 5. Daisy Toledo            | Cebu 2 <sup>nd</sup> DEO        |
| 6. Edilberto Quiambao, Jr. | 1 <sup>st</sup> Quezon City DEO |
| 7. David Galang            | IBRD-PMO                        |
| 8. Joselito Castro         | OSEC                            |
| 9. Cynthia D. Enriquez     | Region III                      |

The responsibilities of the TWG – Contractor Payments are to:

- Assist with Policy and Procedure recommendations for Contractor Payments in SiteManager;
- Assist with validation of Contractor Payments Report Designs;
- Assist with validation of data required for Contractor Payments activities;
- Assist with validation of Contractor Payments Procedures;
- Assist with completed Contractor Payments end-user acceptance testing;
- Encourage the acquisition of knowledge and skills by DPWH personnel;
- Attend TWG Team training and meetings;
- Act as the Department’s change agents to all Department staff on the new Contract Management processes;
- Ensure successful implementation of the AASHTO Software;
- Other duties as assigned by the BIIP Team Chairman and TWG Team Leader

F. Technical Working Group – Contract Monitoring

- |                        |                             |
|------------------------|-----------------------------|
| 1. Emerliza Labanancia | BOC, Team Leader            |
| 2. Abdul Pandapatan    | OSEC                        |
| 3. Melrose Pailma      | BOC                         |
| 4. Imelda Albano       | Region IV-A                 |
| 5. Joselito Castro     | OSEC                        |
| 6. Benedict Matawaran  | 1 <sup>st</sup> Bulacan DEO |
| 7. Lilibeth Ricio      | URPO-PMO                    |

The responsibilities of the TWG – Contract Monitoring are to:

- Assist with Policy and Procedure recommendations for Contract Monitoring in SiteManager;
- Assist with validation of Contract Monitoring Report Designs;
- Assist with validation of data required for Contract Monitoring activities;
- Assist with validation of Contract Monitoring Procedures;
- Assist with completed Contract Monitoring end-user acceptance testing;
- Encourage the acquisition of knowledge and skills by DPWH personnel;
- Attend TWG Team training and meetings;
- Act as the Department’s change agents to all Department staff on the new Contract Management processes;

- Ensure successful implementation of the AASHTO Software;
- Other duties as assigned by the BIIP Team Chairman and TWG Team Leader

G. Technical Working Group – Contract Finalization/Turnover

1. Virgilio Castillo	ADB-PMO, Team Leader
2. Constante Llanes	IBRD-PMO
3. Abdul Pandapatan	OSEC
4. Teodoro Landicho	BRS
5. Carlito Nacional	BOC
6. Ma. Indira Hidalgo	ADB-PMO
7. Melrose Pailma	BOC
8. Ma. Visna Manio	BOM
9. Nestor Cleofas	Region IV-A
10. David Galang	IBRD-PMO
11. Dante Potante	BOD
12. Elpidio Zabat	IAS

The responsibilities of the TWG – Contract Finalization/Turnover are to:

- Assist with Policy and Procedure recommendations for Contract Finalization/Turnover in SiteManager;
- Assist with validation of Contract Finalization/Turnover Report Designs;
- Assist with validation of data required for Contract Finalization/Turnover activities;
- Assist with validation of Contract Finalization/Turnover Procedures;
- Assist with completed Contract Finalization/Turnover end-user acceptance testing;
- Encourage the acquisition of knowledge and skills by DPWH personnel;
- Attend TWG Team training and meetings;
- Act as the Department's change agents to all Department staff on the new Contract Management processes;
- Ensure successful implementation of the AASHTO Software;
- Other duties as assigned by the BIIP Team Chairman and TWG Team Leader

This Order shall take effect immediately and supersede Department Order No. 86 series 2004.

HERMOGENES E. ERDANE, JR.  
Acting Secretary



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