



JAN 10 2025

**DEPARTMENT ORDER** )  
 )  
**NO.** 05 )  
 )  
**Series of 2025** )

**SUBJECT: Implementation of Project and Contract Management Procedures and Application**

1/10/2025

In line with the Department's thrust towards better transparency and continued objective to improve project monitoring and contract management processes, strict implementation on the use of the Project and Contract Management Application (PCMA) for the effective management and monitoring of all infrastructure (civil works) projects regardless of implementation mode and funding source is hereby prescribed.

The policies in relation to the project and contract management procedures and application are as follows:

1. The PCMA shall be the official monitoring system of all infrastructure (civil works) projects and contracts from 2016 onwards, while the Project Monitoring System (PMS) / Project Management Office Monitoring System (PMO-MS) shall still be used as database for projects for 2015 and prior years.
2. The PCMA shall be utilizing the Project ID and Project Component ID structure in the Multi Year Planning and Scheduling (MYPS) Application. The Planning Service, in coordination with the Regional and District Engineering Offices' Planning and Design Divisions/Sections, shall ensure that all data (work locations, planned start and end dates, and targets) to be published in the PCMA are accurate and complete as prescribed under the most current policy on Procedures for Assignment and Use of Project IDs and Project Component IDs.
3. The PCMA shall be pulling the details of awarded contracts from the Civil Works Application (CWA). The BAC Secretariat of the Procuring Entities shall ensure that all data they encoded in the CWA are accurate based on approved documents and in accordance with the most current procurement laws and policies.
4. The PCMA can be accessed any time for updating. However, the actual physical accomplishment of the current reporting month can only be edited until 12:00:00 midnight of its last calendar day, for management reporting purposes. Any further update to the data after the aforementioned cut-off shall be included in the succeeding reporting month.
5. The Bureau of Research and Standards (BRS) shall ensure that the list of standard/conditional pay items issued through Department Orders are included/updated on a timely manner in the Pay Item Library.



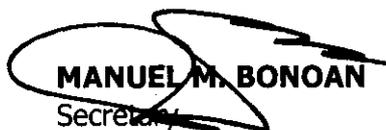
6. The roster of Accredited Department Field Engineers available in the PCMA shall be updated by the following offices upon release of the list of initial accreditations and/or upgrading of ranks:

<b>Field Engineer</b>	<b>Bureau Responsible</b>
Project Engineer/Inspector (PE/PI)	Bureau of Quality and Safety (BQS)
Materials Engineer/Inspector (ME/MI)	Bureau of Research and Standards (BRS)

7. The details of the Heads of Implementing Offices (Bureau/Project/Regional Directors and District Engineers) and Accredited DPWH Field Engineers (PEs, PIs, and MEs) in the PCMA are based on the Personnel Information System (PIS). The Human Resource and Administrative Service, in coordination with Implementing Offices' Administrative Division/Section, shall ensure that details in the PIS are updated.
8. The PCMA shall be the official source of the project's physical accomplishments.
9. Except for the information on infrastructure projects officially published on the DPWH Website, any request from external stakeholders for data generated from the PCMA must be coursed through the DPWH FOI Receiving Officer.
10. The designated Monitoring Engineers of Implementing Offices (IOs) shall be responsible for the following:
- Ensure that all Contract Details (from CWA) and Project/Project Component Details (from MYPS) are consistent prior to setting up in PCMA.
  - Ensure that all Not Yet Started Projects/Project Components have NYS Reasons reported and updated regularly.
  - Ensure that all Ongoing Contracts with negative slippage are reported with corresponding Cause/s of Delay
  - Ensure that all Completed Contracts are reported with complete details relative to the issuance of Certificate of Completion and/or Final Acceptance, if applicable.
  - Ensure that Monthly Reports are generated and kept on record to facilitate easy retrieval.
11. The Department Project Engineers shall ensure that the status of the contracts assigned to them are updated in the PCMA, based on approved supporting documents, and reflective of the actual accomplishment on site.
12. The Head of the IOs shall be primarily responsible in ensuring the accuracy, timely updating, and quality of data reflected in the PCMA as these affects the over-all accomplishment of the Department.
13. Sanctions, as prescribed under Annex "A" of this DO, shall be meted to the concerned Monitoring Engineers, Project Engineers and Head of IOs for any inconsistency on their reports which are found to be due to their action/inaction and found erring for violations of this Department Order.
14. The Bureau of Construction (BOC) shall have the primary responsibility on the monitoring and reporting of IOs' compliance under Annex "A" and on the submission of the consolidated report to the Office of the Secretary.
15. The BOC shall be primarily responsible in maintaining and updating the PCMA Procedures Manual and User's Guide.

16. As part of the responsibilities of Business Data Stewards prescribed under the Department's Data Governance Program, the designated PCMA Application User Coordinator (AUC), shall be responsible in ensuring the overall quality of data in the system. The PCMA AUC shall likewise be responsible in other PCMA-related tasks such as but not limited to the following; Requests for Enhancements, Managing User Access, Approval of Data Correction Requests, and Approval of Revised Implementation Schedules in the system.

This Order shall take effect immediately supersede Department Order No. 15, series of 2018.

  
**MANUEL M. BONOAN**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



WIN5W02322

Encl: Annex "A" – Sanction Mechanism for Monitoring Engineers, Project Engineers and Heads of IOs

6.1.4 ASB/AGC

## ANNEX "A"

### SANCTION MECHANISM FOR MONITORING ENGINEERS, PROJECT ENGINEERS AND HEADS OF IMPLEMENTING OFFICES

#### 1.0 TYPES OF OFFENSES

##### FOR MONITORING ENGINEERS:

###### A. LESS SERIOUS OFFENSES

**Inconsistent Information in the PCMA.** Any contract/project information not updated by the Monitoring Engineer in the PCMA such as, but not limited to the following:

- Setting up of Contracts with inconsistent Contract Details and Project Description from CWA and MYPS, respectively
- No and/or Inconsistent NYS Reasons

###### B. SERIOUS OFFENSES

**Failure to generate and keep on file Monthly Reports.** Failure of the Monitoring to generate and keep on file Monthly reports such as, but not limited to the following:

- Monthly Accomplishment Reports (Summary and Listing)
- Ongoing Contracts with Negative Slippage without Cause/s of Delay
- Completed Contracts with Overdue Certificate of Completion/Acceptance

##### FOR PROJECT ENGINEERS:

###### A. LESS SERIOUS OFFENSES

**A.1 Erroneous Data Entry.** Any contract information encoded by the Project Engineer found to be inconsistent with the Approved Documents such as, but not limited to the following:

- Incorrect Cause of Delay
- Incorrect Completion Date
- Incorrect Acceptance Date
- Incorrect Actual Start Date
- Other Typographical Errors

## B. SERIOUS OFFENSES

**B.1 Inconsistent Information in the PCMA.** Any contract information not updated by the Project Engineer in the PCMA such as, but not limited to the following:

- Physical Accomplishment (Contract Status Report and Breakdown of Accomplishment Forms not consistent with PCMA Entries)
- Details relative to the Certificate of Completion
- Details relative to the Certificate of Final Acceptance
- Cause of Delay
- Contract Time Extensions and Work Suspension/Resumption Orders
- Variation Orders
- Revised Construction Schedules

## 2.0 SANCTIONS

**2.1** The calibrated sanctions to be imposed against erring Monitoring Engineers are as follows:

**a. Written Warning** – a written warning shall be issued to the concerned Monitoring Engineer if he/she receives a total of 15 points or more, based on the values shown in Table 1, within one (1) rating period/semester.

**Table 1. Point System depending on the type and occurrence of offenses**

TYPE OF OFFENSE	NO. OF OCCURRENCE			
	1-2 times	3-4 times	5-6 times	7 times or more
Less Serious Offenses	2	4	6	9
Serious Offenses	6	9	12	15

**b. Written Advice to Replace the designated Monitoring Engineer** – If after being issued a written warning, the same Monitoring Engineer is given a total of 15 points or more on a succeeding rating period/semester, the concerned Monitoring Engineer shall be recommended to be replaced.

**2.2** The calibrated sanctions to be imposed against erring Project Engineers are as follows:

**a. Written Warning** – a written warning shall be issued to the concerned Project Engineer if he/she receives a total of 15 points or more, based on the values shown in Table 1, within one (1) rating period/semester.

**Table 1. Point System depending on the type and occurrence of offenses**

TYPE OF OFFENSE	NO. OF OCCURRENCE			
	1-5 times	5-10 times	11-15 times	16 times or more
Less Serious Offenses	2	4	6	9
Serious Offenses	6	9	12	15

**b. Written Advice Not to Handle/Supervise Projects for a Period of Six (6) Months** – If after being issued a written warning, the same Project Engineer is given a total of 15 points or more on a succeeding rating period/semester, the concerned Project Engineer shall be suspended from handling/supervising new projects for six (6) months.

**c. Written Advice Not to Handle/Supervise Projects for a Period of One (1) Year** – If after being issued a written advice not to handle/supervise projects for a period of six (6) months, the same Project Engineer is given a total of 15 points or more on a succeeding rating period/semester, the concerned Project Engineer shall be suspended from handling/supervising new projects for one (1) year.

**d. Perpetual Disqualification from Handling/Supervising any Project** – If after being issued a written advice not to handle/supervise any project for a year and the same Project Engineer is again given a total of 15 points or more on a succeeding rating period/semester, the concerned Project Engineer shall be perpetually disqualified from handling any project.

**2.3** The calibrated sanctions to be imposed to Heads of Implementing Offices are as follows:

The Undersecretary for Technical Services may recommend imposition of appropriate sanctions to Heads of Implementing Offices, thru the Undersecretary for Regional Operations concerned, and for approval of the Secretary, and shall be calibrated as shown in Table 2 below.

**Table 2. Calibrated Sanctions for Heads of Implementing Offices**

<b>Sanction</b>	<b>Calibrations (Semi – Annual Basis)</b>
Warning	3-5 Project/Monitoring Engineers issued with sanctions
Reprimand	6-9 Project/Monitoring Engineers issued with sanctions
Suspension for three (3) months	1-12 Project/Monitoring Engineers issued with sanctions
Suspension for Six (6) months	12 or more Project/Monitoring Engineers issued with sanctions