



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

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DEPARTMENT ORDER

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SUBJECT: Reconstitution and Renaming the Institutional Capacity Development (ICD) to the Reform Institutionalization and Management Support Systems Steering Committee and Core Team, Designation and Roles of Project Managers, and Responsibilities of Regional Managers

To promote good governance and implementation of the DPWH Transformation and Data Governance Programs; and recognizing the role of "Change Agents" in the institutionalization of the various business improvements implementation projects (BIIPs) and in the implementation of business process improvements (BPIs) in the Department, the Reform Institutionalization and Management Support Systems (RIMSS) Steering Committee is hereby constituted to replace the Institutional Capacity Development (ICD) Steering Committee, along with the Core Team and Change Agent Team as follows:

RIMSS Steering Committee (RSC)

Undersecretary for Technical Services	- Chairman
Undersecretary for Support Services	- Member
Undersecretary for Unified Project Management Office (UPMO)	- Member
Undersecretary for Planning and Public-Private Partnership	- Member
Assistant Secretary for Technical Services	- Member
Assistant Secretary for Support Services	- Member
Assistant Secretary for Regional Operations	- Member

The RSC shall perform the following:

1. Ensure proposed reform/ICD efforts are in line with the DPWH Transformation Program and recommend priorities accordingly;
2. Serve as the Data Governance Steering Committee and review Data governance policies to improve the quality, accuracy and integrity of data;
3. Drive organizational culture change;
4. Direct and monitor ongoing process improvement efforts, and make further recommendations for improvement;
5. Identify and make recommendations regarding barriers to implementation and sustainability;
6. Review policy issues that arise and make recommendations to the Executive Committee;

7. Coordinate with other Department efforts, such as the Performance Governance System Project, Integrity Management Program, Business Intelligence Competency Committee, and other related efforts, to ensure consistency and avoid redundancy;
8. Ensure that Information Technology (IT) programs, projects and initiatives, and the resources needed to accomplish them, fully support the goals, mission, and current strategic initiatives of the Department using the right technology at the right time;
9. Prioritize and recommend approval for the formulation, development, enhancement, and implementation of all IT applications of the Department in accordance with the strategic directions of the Department and in compliance with the DPWH Enterprise Architecture and standards;
10. Ensure integration and coordination in the development/enhancement and institutionalization of improvements through the use of IT across business units;
11. Establish guidelines, policies and priorities for department-wide Geographic Information System (GIS) operations, management and use;
12. Enhance policies, guidelines and content of the official Department website on the internet and intranet, and work with the DPWH Website Quality Assurance Team in monitoring compliance and recommending any necessary sanctions for non-compliance; and
13. Meet at least once a month to brief the Secretary.

RIMSS Core Team (RCT)

Assistant Secretary for Support Services	- Team Leader
Information Management Service Director	- Assistant Team Leader
Designated Bureau, Service, UPMO Personnel	- Members

The RCT shall perform the following:

1. Assist in organizational culture change;
2. Serve as the Data Governance Board, appoint members of the Data Stewardship Council, and approve recommendations of the Data Stewardship Council. This includes monitoring compliance to improve the quality, accuracy and integrity of data;
3. Manage a strong internal communications and advocacy program to communicate to stakeholders and manage key stakeholder relationships;
4. Represent their "home department" when part of the Core Team, and the RIMSS initiatives when back in their home department;
5. Assist ICD/BPI Component Management in monitoring the institutionalization of the improvements and assisting in resolution of issues associated with implementation;
6. Carry out change management to ensure realization of the benefits through the integration of the new capabilities into the business operations;
7. Assist with the development of the Regional Managers in support of the successful implementation of the various BPIs;
8. Work with ICD/BPI Component Management, Component/Subcomponent Implementation Teams, and other key stakeholders during strategic reassessments and future improvement planning;
9. Plan and promote the use of GIS and make related recommendations to the RSC;
10. Report accomplishments, issues, and concerns to the Secretary, through the RSC, every quarter; and
11. Perform other related tasks as deemed necessary from time to time.

The RIMSS Change Agents Team (RCAT) shall perform the following:

1. Assist in the implementation of the Organizational Culture Change Road Map;
2. Carry out change management to ensure realization of the benefits through the integration of the new capabilities into the business operations;
3. Initiate and monitor the institutionalization of BPIs in the Department;
4. Attend faithfully and participate actively in the Change Agents' action planning workshops to further enhance BPIs;
5. Address issues and concerns related to the implementation of BPIs;
6. Report accomplishments, issues and concerns to the RCT Team Leader every quarter;
7. Advocate and communicate the various BPIs; and
8. Perform other related tasks as deemed necessary from time to time.

The **Regional Change Managers** (Regional Director, Assistant Regional Director and Division Chiefs) concerned shall perform the following:

1. Assist in organizational culture change;
2. Carry out change management to ensure realization of the benefits through the integration of the new capabilities into the business operations;
3. Support the Department's Data Governance Program and ensure data quality, integrity and accuracy in their respective areas of concern;
4. Initiate and monitor the implementation of the BPIs in the Regional and District Engineering Offices;
5. Attend faithfully and participate actively (as process experts) in workshops as required to further enhance the BPIs;
6. Report accomplishments, issues, and concerns to the ICD Component Manager, through the Regional Director, every quarter;
7. Advocate and communicate the BPIs; and
8. Ensure associated policies, procedures, and internal controls are managed and monitored; and that appropriate actions and sanctions, if necessary, are carried out to ensure compliance at the Regional and District levels.

The Central Office **Implementing Office (IO) Project Managers**, to be designated through Special Orders, shall perform the following functions:


1. Manage the technical side of the change and work with management to ensure appropriate resources and budgets are allocated to not only carry out the project, but to ensure sustainability;
2. Carry out quality management, risk management, change management, and communications, as defined in the respective ICD Component Plans;
3. Perform day-to-day project management and contract management functions on behalf of the Department;
4. Report accomplishments, issues, and concerns to the ICD Component Manager;
5. Communicate specialist knowledge in a way that is easily understood by the rest of the team and the stakeholders;
6. Coordinate activities to meet the plan and deal with changes in a systematic way;
7. Resolve issues that arise, either alone or with the support of other team members and ICD Component Management;
8. Communicate clearly to other team members; and

9. Work with other team members, stakeholders, and other Capacity Development Programs/Projects to ensure integration and coordination.

The Director of Bureaus, Services, Regional Offices or UPMO of the above-mentioned personnel are hereby directed to allow them to provide the time and necessary resources to enable them to perform their responsibilities.

This Order supersedes the following issuances and shall take effect immediately:

1. Department Order 19 s. 2013: Reconstitution of Institutional Capacity Development Steering Committee and Core Team, Designation and Roles of Project Managers, and Responsibilities of Regional Managers;
2. Special Order 103 s. 2011: Designation of Director LUIS A. MAMITAG, JR. as Member of the Institutional Capacity Development (ICD) Steering Committee;
3. Special Order 85 s. 2012: Designation of Director HUILLIO B. BELLEZA as Member of the Institutional Capacity Development (ICD) Steering Committee.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary



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