



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

AUG 09 2012

DEPARTMENT ORDER)

No. 56)
Series of 2012)

X-X-X-X-X-X-X-X-X-X-X

**SUBJECT: Procedures for Assignment of
Project ID/No.**

In line with the Department's objective to improve the linkages between physical and financial progress data, the attached new procedures for establishment of the Project ID/No. for use in the Project Monitoring System, e-NGAS, and e-Budget are hereby adopted for strict compliance, including Annex A – Linking Physical and Financial Flowchart; Annex B – Responsibilities and Guidelines for Assigning Project ID/No.; and Annex C – Request Forms.

Use of a valid Project ID/No. from the Project Monitoring System (PMS) and Project Management Office Monitoring System (PMO-MS) in eNGAS and eBudget as specified under Department Order No. 61 series of 2011, is hereby reiterated. Furthermore, the following shall apply:

1. All Civil Works Projects, regardless of funding source and Implementing Office, are to be tracked in PMS/PMO-MS, thus, require a Project ID/No. This includes Public-Private Partnership (PPP) Projects, Right-of-Way, etc. The attached procedures outline how the Project is reported and assigned a Project ID/No. depending on project type, funding source, and Implementing Office.
2. Memorandums of Agreements (MOAs) with other agencies for Civil Works Projects implemented by another agency, regardless of funding source, must be tracked in PMS/PMO-MS, thus, require a Project ID/No. The assignment of Project IDs shall follow the procedures set forth in the attached procedures. In this regard:
 - a. The MOA should clearly define the list of projects and the responsible DPWH Implementing Office (IO) for monitoring and reporting physical and financial progress. The DPWH IO is also responsible for ensuring monthly submission of the Liquidation Report from the other agency concerned.
 - b. For MOAs previously executed that do not contain the list of Projects and/or responsible DPWH IO, the Planning Service (PS), in coordination with Bureau of Construction (BOC), will assign the responsible DPWH IO through issuance of a Memorandum approved by the Undersecretary for Technical Services.
3. Pertaining to Right-Of-Way, the following shall apply:
 - a) For on-going ROW acquisition associated with a Civil Works project, a separate ROW project shall be created with a separate Project ID/No. in accordance with the attached procedures.
 - b) IROW Outstanding Claims, validated by the Implementing Office in accordance with Department Order 34 series of 2007, for Civil Works Projects completed prior to January 1, 2007, do not require a Project ID/No. be established.
4. Projects under PMOs which are actually implemented by RO/DEO (e.g. CARP, Special Bridges, Special Buildings, etc.) shall be reported by the RO/DEO through PMS. The BOC will provide the reports from PMS for the PMOs concerned.

5. For MVUC, Maintenance and Building Projects (e.g. preventive maintenance, asset preservation, asphalt overlay, re-blocking, road widening, building maintenance, etc.) the following shall apply:
 - a. Projects, regardless of funding source, with useful life extending more than a year, are capitalized and therefore, must have a Project ID/No. in PMS/PMO-MS in accordance with the attached procedures.
 - b. Projects for procurement of equipment that are installed and become part of the road must have a separate Project ID/No. (e.g., Traffic Lights, Street Lights, etc.) in accordance with the attached procedure.
 - c. Routine Maintenance and Roadside Maintenance Projects are classified as activities undertaken to support operations and therefore are not considered as a project. These are categorized as expense and therefore do not require Project ID/No.
6. Consultancy Projects/Contracts, Goods Projects/Contracts (wherein the goods do not become part of the infrastructure), and Preliminary Detailed Engineering (PDE) Projects/Activities, shall not be included in PMS/PMO-MS. While these projects/contracts/expenses may be under the Capital Outlay Budget, these expenses are not capitalized expenses in e-NGAS.

Any violation of this order 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.

This order shall take effect immediately.

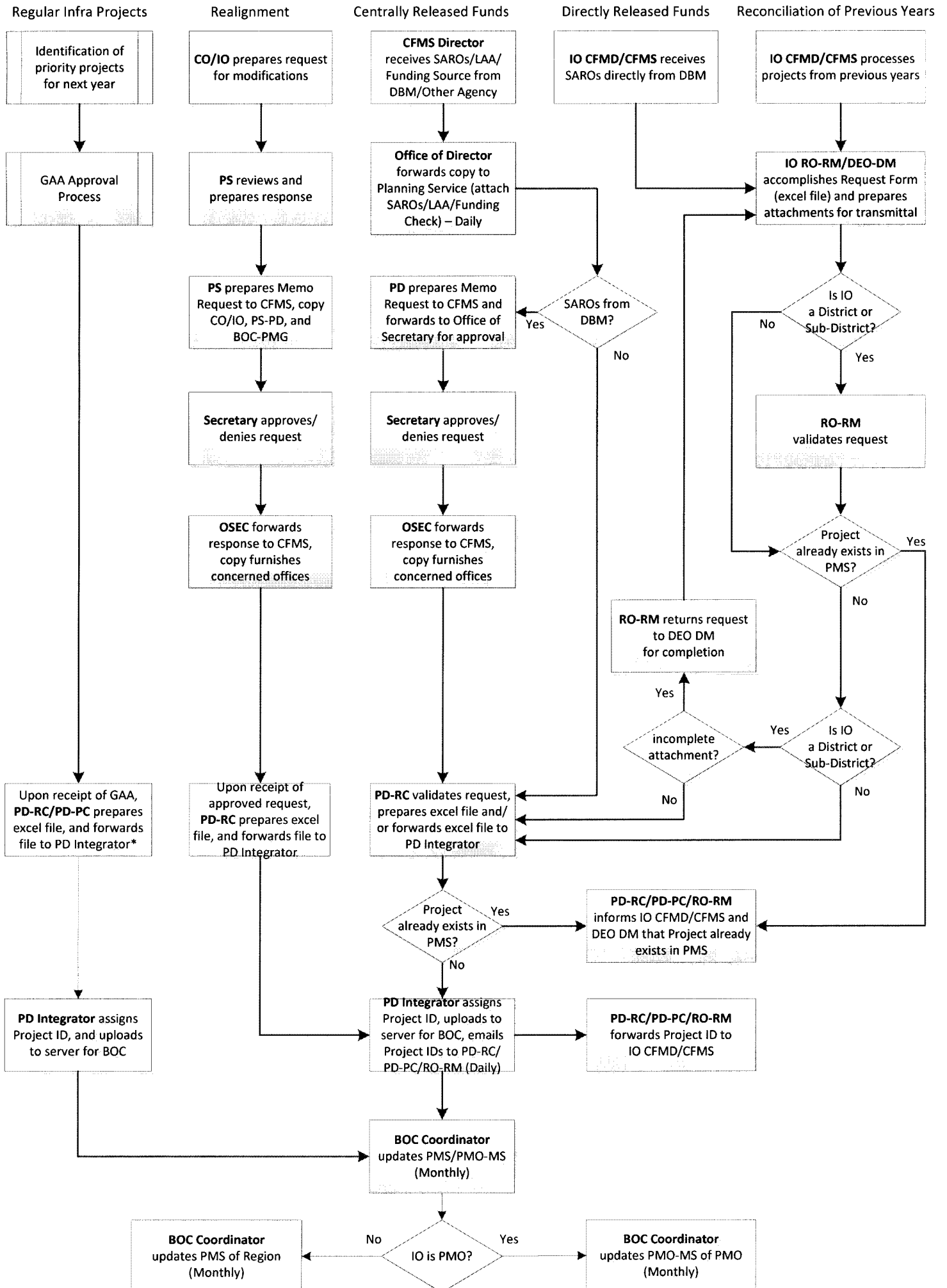
For strict compliance.


ROGELIO L. SINGSON
Secretary



WIN2101844

Annex A: Linking Physical and Financial Flowchart



*If Multi-year project is a continuation, no new Project ID/No. is required.

ANNEX B

Responsibilities and Guidelines for Assigning Project ID/No.

Summary of Responsibilities:

1. PD-RPC Planning Service (PS) Programming Division-Region/PMO Coordinator (PD-RPC) – responsible for validation of respective Regional Office (RO)/District Engineering Office (DEO)/Project Management Office (PMO) Projects
2. PD Integrator Programming Division (PD) Integrator – responsible for assignment of Project ID/No. based on validated projects from PD-RPC
3. BOC Coordinator Bureau of Construction (BOC) Coordinator – responsible for downloading Project Monitoring System (PMS)/ Project Management Office-Monitoring System (PMO-MS) to RO/PMO
4. PMO Monitor Project Management Office (PMO) Monitor – responsible for validating and preparing request for assignment of Project ID/No. for PMO projects
5. RO-RM Regional Office-Region Monitor (RO-RM) – responsible for validating and preparing request for assignment of Project ID/No. for RO projects, and validating and submitting DEO projects
6. DEO-DM District Engineering Office-District Monitor (DEO-DM) – responsible for validating and preparing request for assignment of Project ID/No. for DEO projects

Regular Infra Projects

Step	Procedure	Office	Prescribed Time (working day)
1	<ol style="list-style-type: none"> 1. Upon receipt of General Appropriations Act (GAA), PS PD-RPC prepares excel file – Form No. 1 for Regular Infra Projects based on GAA, and forwards file to PD Integrator. 2. PD Integrator assigns Project ID/No., and uploads to server for Bureau of Construction (BOC). 	PS	10
2	<ol style="list-style-type: none"> 1. BOC Coordinator updates PMS/PMO-MS. 	BOC	3

Realignment / Clustering / De-clustering Identified

Step	Procedure	Office	Prescribed Time (day)
1	<ol style="list-style-type: none"> 1. Central Office (CO)/Implementing Office (IO) identifies Realignment / Clustering / De-Clustering. 2. CO/IO request for modifications and forwards to PS. 	CO/IO	On-going

Step	Procedure	Office	Prescribed Time (day)
2	<ol style="list-style-type: none"> 1. PS reviews and recommends response for Realignment / Clustering / De-Clustering in accordance with policy. 2. PS prepares Memo Request to CFMS indicating copy furnish to CO/IO, PS PD and BOC Project Monitoring Group (PMG). 	PS	
3	<ol style="list-style-type: none"> 1. Secretary approves/denies Realignment / Clustering / De-Clustering. 2. Office of the Secretary (OSEC) forwards response to CFMS with copies to offices concerned. 	OSEC	
4	<ol style="list-style-type: none"> 1. Upon receipt of approved Realignment / Clustering / De-Clustering, PD-RPC prepares excel file – Form No. 1 and forwards to PD Integrator. 2. PD Integrator assigns Project ID/No., uploads to server for BOC, and emails Project ID/No. to CO/IO Monitor and CO/IO CFMS/CFMD (Daily). 	PS	1
5	<ol style="list-style-type: none"> 1. BOC Coordinator updates PMS/PMO-MS (every 15th of the month). 2. BOC Coordinator downloads PMS/PMO-MS to Region/PMO. (every 16th of the month) 	BOC	

Directly Released to District from Department of Budget and Management (DBM) /Other Agency

Step	Procedure	Office	Prescribed Time (working day)
1	<ol style="list-style-type: none"> 1. District Engineering Office (DEO) CFMS receives Special Allotment Release Orders (SAROs)/ Letter of Advice of Allotment (LAA)/ Funding Check directly from DBM/Other Agency. 2. DEO CFMS requests Project ID/No. from DEO District Monitor (DM). 3. DEO-DM validates request and ensures that project does not exist in PMS. 4. DEO-DM accomplishes Request Form (excel file – Form No. 2) and prepares attachments for transmittal. Note: Excel file of the Request Form can be obtained from Planning Service Programming Division, or downloaded from the Intranet. 5. DEO-DM submits request to RO RM for validation. 	DEO	1
2	<ol style="list-style-type: none"> 1. RO-RM validates request and ensures that project does not exist in PMS and attachments are complete. 2a. If verified already existing in PMS, RO-RM forwards Project ID/No. to DEO CFMS and DEO-DM (does not 	RO	1

Step	Procedure	Office	Prescribed Time (working day)
	<p>proceed with new Project ID/No. request).</p> <p>2b. If verified not existing but with incomplete documentation, RO-RM returns request to DEO-DM for completion.</p> <p>2c. If verified not existing and with complete documentation, RO-RM submits request to PS PD-RPC.</p>		
3	<p>1. PD-RPC validates request and forwards excel file to PD Integrator.</p> <p>2. PD Integrator assigns Project ID/No., uploads to server for BOC, and emails Project ID/No. to RO-RM (Daily).</p>	PS	1
4	<p>1. RO-RM forwards Project ID/No. to DEO CFMS and DEO-DM.</p>	RO	1
5	<p>1. BOC Coordinator updates PMS (every 15th of the month).</p> <p>2. BOC Coordinator downloads PMS to Region. (every 16th of the month)</p>	BOC	

Directly Released to Region from DBM/Other Agency

Step	Procedure	Office	Prescribed Time (working day)
1	<p>1. RO Comptrollership and Financial Management Division (CFMD) receives SAROs/LAA/Funding Check directly from DBM/Other Agency. (if project does not have PMS Project ID/No.)</p> <p>2. RO CFMD requests Project ID/No. from RO RM.</p> <p>3. RO-RM validates request and ensures that project does not exist in PMS.</p> <p>4a. If verified already existing in PMS, RO-RM forwards Project ID/No. to RO CFMD (does not proceed with new Project ID/No. request).</p> <p>4b. If verified not existing, RO-RM accomplishes Request Form (excel file – Form No. 2) and prepares attachments for transmittal and submits request to PS PD-RPC. Note: Excel file of the Request Form can be obtained from PS PD, or downloaded from the Intranet.</p>	RO	1
2	<p>1. PD-RPC validates request and forwards excel file to PD Integrator.</p> <p>2. PD Integrator assigns Project ID/No., uploads to server for BOC, and emails Project ID/No. to RO-RM (Daily).</p>	PS	1
3	<p>1. RO-RM forwards Project ID/No. to RO CFMD.</p>	RO	1

Step	Procedure	Office	Prescribed Time (working day)
4	<ol style="list-style-type: none"> 1. BOC Coordinator updates PMS (every 15th of the month). 2. BOC Coordinator downloads PMS to Region. (every 16th of the month) 	BOC	

Directly Released to Central Office from DBM

Step	Procedure	Office	Prescribed Time (working day)
1	<ol style="list-style-type: none"> 1. CFMS Director receives SAROs from DBM. 2. Office of the Director forwards a copy of the SARO to PS PD (Daily). 	CO CFMS	1
2	<ol style="list-style-type: none"> 1. PD prepares Memo of Request to CFMS, and forwards to the Office of the Secretary for approval. 	PS	1
3	<ol style="list-style-type: none"> 1. Secretary approves/denies request. 2. OSEC forwards approved Memo Request to CFMS, copy furnish the concerned offices. 	OSEC	
4	<ol style="list-style-type: none"> 1. PD-RPC validates and ensures that project does not exist in PMO-MS. 2a. If verified already existing in PMO-MS, PD-RPC does not proceed with creation of new Project ID/No. 2b. If verified not existing in PMO-MS, PD-RPC prepares excel file – Form No. 2, and forwards it to PD Integrator. 4. PD Integrator assigns Project ID/No., uploads to server for BOC, and forwards Project ID/No. to PD-RPC (Daily). 	PS	1
5	<ol style="list-style-type: none"> 1. BOC Coordinator updates PMO-MS (every 15th of the month). 2. BOC Coordinator downloads PMO-MS to PMO. (every 16th of the month) 	BOC	

Directly Released to Central Office from Other Agency

Step	Procedure	Office	Prescribed Time (working day)
1	<ol style="list-style-type: none"> 1. CO CFMS receives LAA and/or Funding Check from Other Agency. 2. CO CFMS furnishes PD-RPC with LAA/Funding Check (Daily). 	CO CFMS	1
2	<ol style="list-style-type: none"> 1. PD-RPC validates request and ensures that project does not exist in PMO-MS, obtains specific breakdown from responsible PMO for RO/DEO implementation (see page 8). 	PS	1

Step	Procedure	Office	Prescribed Time (working day)
	2a. If verified already existing in PMO-MS, PD-RPC does not proceed with new Project ID/No. request. 2b. If verified not existing in PMO-MS, PD-RPC prepares excel file – Form No. 2, and forwards it to PD Integrator. 3. PD Integrator assigns Project ID/No., uploads to server for BOC, and forwards Project ID/No. to PD-PRC (Daily)		
3	1. BOC Coordinator updates PMO-MS (every 15 th of the month) 2. BOC Coordinator downloads PMO-MS to PMO. (every 16 th of the month)	BOC	

Reconciliation of Projects from Previous Years - District

Step	Procedure	Office	Prescribed Time (working day)
1	1. DEO CFMS identifies project from previous years without PMS Project ID/No. 2. DEO CFMS requests Project ID/No. from DEO DM. 3. DEO-DM validates request and ensures that project does not exist in PMS. 4. DEO-DM accomplishes Request Form (excel file – Form No. 3) and prepares attachments for transmittal. Note: Excel file of the Request Form can be obtained from PS PD, or downloaded from the Intranet. 5. DEO-DM submits request to RO-RM for validation.	DEO	1
2	1. RO-RM validates request and ensures that project does not exist in PMS and attachments are complete. 2a. If verified already existing in PMS, RO-RM forwards Project ID/No. PMS Project ID/No. to DEO CFMS and DEO-DM (does not proceed with new Project ID/No. request). 2b. If verified not existing but with incomplete documentation, RO-RM returns request to DEO-DM for completion. 2c. If verified not existing and with complete documentation, RO-RM submits request to PS PD-RPC.	RO	1
3	1. PD-RPC validates request and forwards excel file to PD Integrator. 2. PD Integrator assigns Project ID/No., uploads to server for BOC, and emails Project ID/No. to RO-RM	PS	1

	(Daily).		
4	1. RO-RM forwards Project ID/No. to DEO CFMS and DEO-DM.	RO	1
5	1. BOC Coordinator updates PMS (every 15 th of the month) 2. BOC Coordinator downloads PMS to Region (every 16 th of the month)	BOC	

Reconciliation of Projects from Previous Years - Region

Step	Procedure	Office	Prescribed Time (working day)
1	1. RO CFMD identifies project from previous years without PMS Project ID/No. 2. RO CFMD requests Project ID/No. from RO RM. 3. RO-RM validates request and ensures that project does not exist in PMS. 4a. If verified already existing in PMS, RO-RM forwards Project ID/No. to RO CFMD (does not proceed with new Project ID/No. request). 4b. If verified not existing, RO-RM accomplishes Request Form (excel file – Form No. 3) and prepares attachments for transmittal and submits request to PS PD-RPC. Note: Excel file of the Request Form can be obtained from PS PD, or downloaded from the Intranet.	RO	1
2	1. PD-RPC validates request and forwards excel file to PD Integrator. 2. PD Integrator assigns Project ID/No., uploads to server for BOC, and emails Project ID/No. to RO-RM (Daily).	PS	1
3	1. RO-RM forwards Project ID/No. to RO CFMD.	RO	1
4	1. BOC Coordinator updates PMS (every 15 th of the month) 2. BOC Coordinator downloads PMS to Region (every 16 th of the month)	BOC	

Reconciliation of Projects from Previous Years – Central Office

Step	Procedure	Office	Prescribed Time (working day)
1	1. CO CFMS identifies project from previous years without PMO-MS Project ID/No. 2. CO CFMS requests Project ID/No. from PMO Monitor.	CO CFMS	1

Step	Procedure	Office	Prescribed Time (working day)
2	<ol style="list-style-type: none"> 1. PMO Monitor validates request and ensures that project does not exist in PMO-MS. 2. PMO Monitor accomplishes Request Form (excel file – Form No. 3) and prepares attachments for transmittal. Note: Excel file of the Request Form can be obtained from PS PD, or downloaded from the Intranet. 3. PMO Monitor submits request to PD-RPC for validation. 	PMO	1
3	<ol style="list-style-type: none"> 1. PD-RPC validates request and ensures that project does not exist in PMO-MS. 2a. If verified already existing in PMO-MS, PD-RPC forwards Project ID/No. to CO CFMS and PMO Monitor (does not proceed with new Project ID/No. request). 2b. If verified not existing but with incomplete documentation, PD-RPC returns request to PMO Monitor for completion. 2c. If verified not existing and with complete documentation, PD-RPC submits request to PD Integrator. 3. PD Integrator assigns Project ID/No., uploads to server for BOC, and forwards Project ID/No. to PMO Monitor and CO CFMS (Daily) 	PS	1
4	<ol style="list-style-type: none"> 1. BOC Coordinator updates PMO-MS (every 15th of the month) 2. BOC Coordinator downloads PMO-MS to PMO (every 16th of the month) 	BOC	

A. Guidelines for use by Planning Service in the creation of projects and the assignment of Project ID/No.

A1. Improvement of Project Naming

- a. For highways projects: Project Name/Description must include project locations (i.e., km station limits for national roads and bridges).
- b. For other infra projects: Project Name/Description must include project location and project phase (i.e., Phase I).
- c. For ROW projects associated to a Civil Works project, start the project name/description with "ROW of <project name/description of the associated civil works project>".

A2. Projects that require Project ID/No.

- a. Civil Works Projects, regardless of funding source and implementing office, are to be tracked in PMS, thus, require Project ID/No.
- b. MOA with other agencies for Civil Works Projects implemented by another agency, regardless of funding source, must be tracked in PMS, thus, require Project ID/No. The MOA should clearly define the list of projects, and the responsible DPWH Implementing Office (IO) for monitoring and reporting physical and financial progress. The DPWH IO is also responsible for ensuring monthly submission of the Liquidation Report from the other agency concerned.
- c. Consultancy and Procurement of Goods are not to be tracked in PMS, thus, do not require Project ID/No.
- d. Preliminary Detailed Engineering (PDE) Projects/Activities shall not be included in PMS/PMO-MS, thus, do not require Project ID/No.

A3. Multi-Category/Multi-Funding Projects

- a. Sub-projects should be set up separately once a category or funding code changes (projects with same category and same funding code can be grouped together in a sub-project), PIPS will generate Project ID/No. for sub-project.
- b. Contingency/Provisional Sum and other multi-category cost for other general items will be distributed (as per set percentage, e.g., 5% for contingency).
- c. Contract ID, which will be the same for all sub-projects will be used for reporting the project/contract.

A4. Projects under PMO actually implemented by RO/DEO (e.g. CARP, Special Bridges, Special Buildings, etc.)

- a. Create Project ID/No. for sub-projects for actual implementing office (e.g. RO/DEO) the "Fund Source" column will be used.

B. Additional Guidelines to Implementing Office for Reporting

The following are general guidelines. BOC, in coordination with MIS, will provide specific instructions on how to implement these policies and guidelines in PMS.

B1. Multi-Category/Multi-Funding Projects

- a. For reporting purposes, use "Contract ID" column in PMS/PMO-MS to link projects. All sub-projects (as outlined in A3.) should have the same Contract ID. IO will ensure Contract ID is

encoded correctly. Contract ID will be the basis of reporting per Contract (rolling-up of accomplishment).

- b. Contingency/Provisional Sum and other multi-category cost for other general items will be distributed (as per set percentage, e.g., 5% for contingency).

B2. Projects under PMO actually implemented by RO/DEO (e.g. CARP, Special Bridges, Special Buildings, etc.)

- a. For IO reporting purposes, the RO/DEO will report accomplishments in PMS. The "Fund Source" Column in PMS shall be entered as Outside Infra, funding agency (Department of Finance, Department of Agrarian Reform, etc.), then PMO responsible.
- b. BOC will provide PMS reports to PMO concerned (rolled up accomplishment report).
- c. The responsible PMO shall provide the Planning Service Programming Division PMO Coordinator with detail breakdown of projects (by SARO, LAA, or Funding Check) including scope of work, name of road, and specific location including Barangay, Municipality and Province.
- d. For projects reported by RO/DEOs in PMS, these should not be duplicated in PMO-MS.

B3. MVUC, Maintenance and Building Projects (e.g., preventive maintenance, asset preservation, asphalt overlay, re-blocking, road widening, building maintenance, etc.)

- a. Projects, regardless of funding source, with useful life extending to more than a year are capitalized and therefore, must have Project ID/No.
- b. Projects for procurement of equipment that are installed and become part of the road must have Project ID/No. (e.g., Traffic Lights, Street Lights, etc.).
- c. Routine Maintenance and Roadside Maintenance Projects are classified as activities undertaken to support operations and therefore not considered as a project. These are categorized as expense and therefore do not require Project ID/No.

B4. PPP and Foreign Assisted Projects (FAPs) (including Grants)

- a. For FAPs, if payment is done by the Central Office, PMO is responsible for monitoring the project physical accomplishment using PMO-MS.
- b. If payment is done by RO/DEO, the monitoring of the project physical accomplishment will be entered in PMS and is the responsibility of the RO/DEO. Project ID/No. are required for RO/DEO (as outlined in B2).
- c. Prior to award of the contract, the PMO, as soon as the project information and IO becomes available, should request for assignment of Project ID/No.
- d. Multi-year project is assigned only one (1) Project ID/No. PMO shall advise Planning Service Programming Division if the Multi-year project in GAA is a continuation of a previous year project and does not require a new Project ID/No. However, if the Multi-year project in GAA is a continuation of a previous year project but has a different contractor, a new Project ID/No. is required.
- e. Variation Order/Supplemental Agreement, if part of the original project and is implemented by the same contractor must use the Project ID of the original project.
- f. BOT-PMO is responsible for monitoring PPP projects using PMO-MS.

B5. ROW Acquisition Projects

- a. For on-going ROW acquisition associated with a Civil Works project, a separate ROW project shall be created with a separate Project ID/No. linked to its associated Civil Works project. For 2011 onwards, the civil works project cost includes the cost for ROW acquisition. Therefore, the program amount for the associated civil works project should be total project cost less ROW project component cost. For the project naming convention for ROW projects, refer to A1.c.
- b. ROW Outstanding Claims, validated by the Implementing Office in accordance with Department Order 34, series of 2007, for Civil Works projects completed prior to January 1, 2007, Project ID/No. will not be required.

ANNEX C

1. Guide for Accomplishing Request Form for Project ID/No.
2. Form No. 1 - Request for Project ID/No. for Regular Infra Projects and Realignments/Clustering/De-Clustering
3. Form No. 2 - Request for Project ID/No. for Directly Released Funds
4. Form No. 3 - Request for Project ID/No. for Projects with Previous Physical Accomplishment with no PMS Project ID/No.

Guide for Accomplishing Request Form for Project ID/No.

Fill-up Applicable Project ID/No. Request Form, using the following guide for related fields:

Column	Remarks
Region	ex. Region IV-A, CAR, NCR, etc.
District	ex. Batangas 3rd, Albay 1st, Mt. Province
Legal Basis	Republic Act No., ex. RA10147 (from SAA/SARO*)
PAP	PAP / PPA Code, ex. B.I.f.17 (from SAA/SARO*)
Object Expense Code	Category Code, ex. 251 for Roads, 215 for Multi-purpose Building, etc. (from SAA/SARO*)
Project (Name/Description, Location)	Project Name/Description <comma> Project Location Note: Indicate station limits for national roads and bridges, Phase # for other infra projects, "IROW of <project name>" for IROW projects. ex. Road upgrading (gravel to paved), Abra-Kalinga Road, K0437+490 - K0438+650. Concreting of Roads, Camangaan, Laoag City, K0457+120 - K0459+270. IROW of Concreting of Roads, Camangaan, Laoag City, K0457+120 - K0459+270.
	The project physical target such as total length for road projects, linear meter for bridges, etc.
	Allotment as per SARO*/SAA
	For Projects with SAA, indicate the SARO* # and not SAA #
SARO* #	For Projects with SAA, indicate the SARO* date and not SAA date
SARO* Date	For Projects with SAA, indicate the SARO* amount and not SAA project amount
SARO* Amount	For Realigned/Clustered/De-Clustered and Multi-Category/Multi-Funded, Contract ID and Funding Source must link the projects. Refer to Additional Guidelines to Implementing Office for Reporting.
Linkages	

Note: Attachments include the Legal Basis of the request: SARO* and/or SAA. If SAA does not contain SARO* information, the corresponding SARO* must be included.

