



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

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7-15-04

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DEPARTMENT ORDER

**SUBJECT: CREATION OF THE BIIP TEAM AND
TECHNICAL WORKING GROUPS
FOR THE CONTRACT / PROJECT
MANAGEMENT AND MONITORING
IMPROVEMENTS**

NO. **86**

Series of 2004 *Grandy* 7-15-04

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

A. Contract / Project Management and Monitoring BIIP Team

1. Asst. Director Walter Ocampo, BOC, Chairman
2. Asst. Director Huillio Belleza, Region IV-A, Vice-Chairman
3. Asst. Director Virgilio Castillo, PJHL-PMO
4. Asst Director Ma. Catalina Cabral, IBRD-PMO
5. Director B. Elizabeth E. Yap, MIS
6. District Engineer Daisy Toledo, 2nd Cebu DEO
7. Engr. Benedict Matawaran, Bulacan 1st DEO
8. Engr. Carlito Nacional, BOC
9. Engr. Nestor Cleofas, Region IV-A
10. Engr. Melrose Pailma, BOC
11. Engr. Emerliza Labanancia, BOC
12. Engr. Rafael Edreisa, BOC
13. Engr. Teodoro Landicho, BRS
14. Normando Siazar, CFMS
15. Engr. Andres G. Ramos, MIS
16. Engr. Susan P. Oareza, MIS
17. Engr. Anita M. Correa, MIS
18. Ian Valerie Faigao, MIS
19. Dennis Puhawan, MIS

The responsibilities of the BIIP Team are to:

- Ensure that the Contract / Project Management and Monitory BIIP Project 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 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/Project Management and Monitoring of and 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 Departments change agents to all Department staff on the new Contract / Project Management and Monitoring processes
- Other duties as assigned by the BIIP Team Leader

B. Technical Work Group - Contract Activation

1. Melrose Pailma, BOC, Team Leader
2. Rafael Edreisa, BOC
3. David Galang, IBRD-PMO
4. Daisy Toledo, Cebu 2nd DEO
5. Ma. Visna Manio, BOM
6. Nestor Cleofas, Region IV-A

The responsibilities of the TWG - Contract Activation are to:

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

C. Technical Working Group - Daily Work Report (DWR)

1. Benedict Matawaran, Bulacan 1st DEO, Team Leader
2. Ma. Indira Hidalgo, ADB-PMO
3. Emerliza Labanancia, BOC
4. Joselito Jacalne, BRS
5. Edilberto Quiambao, Jr. 1st QC DEO
6. Daisy Toledo, 2nd Cebu DEO
7. Ma. Visna Manio, BOM

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 & 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 training and meetings
- Act as the Department's change agents to all Department staff on the new Contract / Project Management and Monitoring processes
- Ensure successful implementation of the AASHTO Software
- Other duties as assigned by the BIIP Team Leader and TWG Team Leader

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

1. Carlito Nacional, BOC, Team Leader
2. Ma. Catalina Cabral, IBRD-PMO
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, 1st 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 training and meetings
- Act as the Department's change agents to all Department staff on the new Contract / Project Management and Monitoring processes
- Ensure successful implementation of the AASHTO Software
- Other duties as assigned by the BIIP Team Leader and TWG Team Leader

E. Technical Working Group - Contractor Payments

1. Normando Siazar, CFMS, Team Leader
2. Virgilio Castillo, PJHL-PMO
3. Lilibeth Rico, URPO-PMO
4. Carlito Nacional, BOC
5. Daisy Toledo, Cebu 2nd DEO
6. Edilberto Quiambao, Jr., 1st QCDEO
7. David Galang, IBRD-PMO
8. Susan P. Oareza, MIS
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 training and meetings
- Act as the Department's change agents to all Department staff on the new Contract / Project Management and Monitoring processes
- Ensure successful implementation of the AASHTO Software
- Other duties as assigned by the BIIP Team Leader and TWG Team Leader

F. Technical Working Group - Contract Monitoring

1. Emerliza Labanancia, BOC, Team Leader
2. Andres Ramos, MIS
3. Melrose Pailma, BOC
4. Imelda Albano, Region IV-A
5. Susan P. Oareza, MIS
6. Benedict Matawaran, 1st Bulacan DEO
7. Lilibeth Rico, URPO-PMO
8. Anita Correa, MIS

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 training and meetings

- Act as the Department's change agents to all Department staff on the new Contract / Project Management and Monitoring processes
- Ensure successful implementation of the AASHTO Software
- Other duties as assigned by the BIIP Team Leader and TWG Team Leader

G. Technical Working Group - Contract Finalization/ Turnover

1. Ma. Catalina Cabral, IBRD-PMO, Team Leader
2. Virgilio Castillo, PJHL-PMO
3. Teodoro Landicho, BRS
4. Carlito Nacional, BOC
5. Ma. Indira Hidalgo, ADB-PMO
6. Melrose Pailma, BOC
7. Ma. Visna Manio, BOM
8. Nestor Cleofas, Region IV-A
9. David Galang, IBRD-PMO
10. Dante Potante, BOD
11. 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 training and meetings
- Act as the Department's change agents to all Department staff on the new Contract / Project Management and Monitoring processes
- Ensure successful implementation of the AASHTO Software
- Other duties as assigned by the BIIP Team Leader and TWG Team Leader

This Order shall take effect immediately and supersede all previous Department Orders and other issuances or any provision thereof that are inconsistent herewith.


FLORANTE SORIQUEZ
 Acting Secretary