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

19 JUL 2016

DEPARTMENT ORDER)	**SUBJECT** :	**Procedures for Assignment**
No. **153**)		**and Use of Project IDs and**
Series of 2016 07.20.16)		**Project Component IDs**

All **2016** infrastructure (civil works) projects onwards, regardless of Fund Source, shall be assigned Project IDs <u>and</u> Project Component IDs for management and monitoring purposes. Project Component IDs shall be used to identify different components of the same project, such as right-of-way and civil works, and also different types of infrastructure such as roads and bridges, instead of using separate Project IDs as previously required.

All Project Component IDs shall be managed in the Multi Year Programming and Scheduling application (MYPS), and shall be used in the Department's Project and Contract Management Application (PCMA), as described in Department Order No. 6, Series of 2016, or latest issuance.

Project Component IDs from MYPS shall also be used in the Department's eBudget and eNGAS (electronic New Government Accounting System) applications for 2016 onwards.

Planning Service shall be responsible for assignment of all Project IDs and Project Component IDs for 2016 onwards. Prior year projects shall continue to be assigned Project IDs by the Bureau of Construction - Project Monitoring Division for use in the Project Monitoring System (PMS).

<u>Definition</u>

A Project is a special agency undertaking within a definite timeframe and which is designed to produce pre-determined works, goods or services. A civil works project includes the construction, improvement, rehabilitation, demolition, repair, or restoration of roads, bridges, flood control structures or other types of infrastructure. A Project must extend the life of an asset by more than one (1) year.

For a Project to be fully defined in MYPS, it must include valid work locations, scope of works, target, and planned start and end dates. Work location represents the site of the work/s expressed in Section ID and kilometer stationing or chainages for National Roads, Bridge IDs for National Bridges, or coordinates for other types of infrastructure.

A Project Component is a distinct element of a Project that needs to be tracked separately for management and monitoring purposes. Valid types of Project Components are defined in the Component Description Table. Separate types of infrastructure (such as roads and bridges) are also tracked separately using unique Component IDs. In addition, each structure must be defined as a separate Component to track it as an asset for the National Infrastructure Asset Registry.

Project Component descriptions in MYPS shall accurately define the work being undertaken, and no duplication of the Project Component descriptions shall be permitted within the same Project.

<u>Format of Project Component IDs</u>

A Project Component ID is made up of two portions, the Project ID and the Component ID, separated by a dash "-".

The following is an example of a single Civil Works project containing four (4) distinct components (Right-of-Way Acquisition, Road Construction, and two (2) Bridge Structures). In this example, all Civil Works Components are numbered to create a unique Project Component ID.

Project Component ID	Component Type
P00000001LZ-ROW	Right of Way
P00000001LZ-CW1	Civil Works (Road)
P00000001LZ-CW2	Civil Works (Bridge)
P00000001LZ-CW3	Civil Works (Bridge)

The format of the Project ID portion is as follows:

Project	8 Digit Number	Suffix	Sample Project ID
P = Project	00000001	LZ = Luzon	P00000001LZ
	00000002	VS = Visayas	P00000002VS
	00000003	MN = Mindanao	P00000003MN
	00000004	NP = Non Project	P00000004NP
	00000005	LS = Lump Sum	P00000005LS

The Component portion of the Project Component ID includes an abbreviation for the Component, based on the following list of abbreviations.

Component Abbreviation	Description
FS	Feasibility Study
DED	Detailed Engineering Design
CWD	Design component of a Design & Build Project
ROW	Right of Way Acquisition
CW	Road
	Bridge
	Flood Control
	Road Slope (to be used when the major or dominant type of work)
	Other Civil Works
DR	Dredging / Desilting
CS	Construction Supervision (primarily used for Foreign Assisted Projects)
LS	Lump Sum (to be used in the interim of Itemization)

Civil works components under the same project shall be numbered 1, 2, 3 etc. to uniquely identify them (e.g. CW1, CW2, etc).

Projects comprising "Design and Build" provisions shall have separate Project Component IDs for the Detailed Engineering Design and the Civil Works, using the abbreviation CWD as described in the above table for the Design portion.

Projects Implemented by DPWH on behalf of Other Agencies

All Projects implemented by DPWH on behalf of Other Agencies through a transfer of appropriation from Department of Budget and Management (DBM) will be assigned a DPWH Project ID and Project Component IDs as described above.

If the Other Agency has its own Project identifier, then this must also be stored as the Other Agency Project Code in MYPS, in order to report on those projects according to the Other Agency requirements.

The Programming Division of Planning Service will coordinate with the Other Agencies regarding assignment of Other Agency Project Codes in MYPS.

Trust Projects

Trust Projects are those funded through checks received by the Department from another agency for project implementation. These projects require a Memorandum of Agreement (MOA) between the funding agency and the Department and shall be assigned Project IDs and Component IDs. The Implementing Office Planning Engineer shall submit a copy of the MOA and request the Project ID and Component ID from Planning Service, Programming Division at the time the MOA is perfected.

MOAs that originate from Planning Service (Central Office) shall be coordinated with the Planning Engineer of the respective Implementing Office, prior to MOA perfection, to agree upon responsibilities and assign Project IDs and Component IDs. Planning Service shall provide signed copies of all MOAs within seven (7) days after approval to the Implementing Office concerned, Undersecretary for Operations, Bureau of Construction and Financial Management Service.

Projects for Further Itemization (Lump Sums)

The General Appropriations Act (GAA) may contain some Lump Sum Projects. These represent budget items to be used for projects that have not been fully defined at the time of publishing the GAA.

Lump Sum Projects in the GAA are assigned a Project ID with suffix "LS". Implementing Offices shall coordinate with Planning Service to request itemization of Lump Sums into individual civil works Project Components. PD is responsible for itemizing the Lump Sum Project in MYPS as individual Civil Works Project Components as described above.

Foreign Assisted Projects

For Foreign Assisted Projects, the Unified Project Management Office (UPMO) shall coordinate with Development Planning Division (DPD) of Planning Service. DPD shall assign Project IDs and Project Component IDs based upon the signed loan agreements. UPMO shall communicate any changes to the projects included in these loans upon approval of the change, and DPD shall update MYPS accordingly.

Non-Projects

Non-Projects are items in the Capital Outlay portion of the Department's budget, yet which do not extend the life of an asset by more than one (1) year. Examples of Non-Projects are budget items involving supply of equipment and/or materials, where the materials are not part of a specific infrastructure project. Consultancy Services (excluding Detailed Engineering Design), Goods and other planning related Projects (e.g. road condition surveys) are also classified as Non-Projects.

Non-Projects are assigned a suffix of "NP", e.g. P00001234NP.

Other Types of Projects

For Motor Vehicle User Charge (MVUC), Maintenance and Building Projects the following shall apply:

   a. Projects, regardless of funding source, with useful life extending more than one (1) year, are capitalized and therefore, must have a Project Component ID;
   b. Routine Maintenance and Roadside Maintenance are classified as activities undertaken to support operations and are not considered as projects. These are categorized as expenses and are not assigned a Project ID or a Project Component ID.

Annual Infrastructure Program

The Programming Division shall publish the Annual Infrastructure Program Report on the Department's intranet within seven (7) calendar days after publication of the General Appropriations Act (GAA). Thereafter, changes shall be published on a weekly basis to reflect approved Realignments, Modifications, Itemizations of Lump Sum Projects, Terminated Project Components, and Delisted Project Components.

Realignments and Modifications shall be updated in MYPS by Programming Division within three (3) calendar days upon receipt of the approved Realignment/ Modification.

The Programming Division will also publish Other Agency Projects in the same format on the Department's intranet, within seven (7) calendar days upon receipt of complete project details from the relevant external agencies.

Project Component IDs in Financial Transactions

Implementing Offices shall use the published Annual Infrastructure Program to obtain Project Component IDs for eBudget and eNGAS for 2016 projects onwards.

No Contracts, Obligations or Disbursements for these projects shall be processed in the Financial Management System (FiMS) without the proper Project Component ID defined in MYPS and published in the Annual Infrastructure Program Reports.

UPMO Engineers / Planning and Design Divisions/ Sections of the Implementing Offices shall not wait until the processing of a financial transaction before obtaining the required Project Component ID. Project Component IDs shall be assigned no later than commencement of Procurement.

Termination of Project Components

Project Components may be terminated due to termination of a civil works contract. Upon termination, the UPMO Engineers / Planning and Design Division / Section of the Implementing Office, shall inform the Programming Division of the termination and provide a copy of the order terminating the contract, in accordance with the procedures outlined in Department Order No. 39, Series of 2015, or latest issuance. The Programming Division shall modify the target of the respective Project Component accordingly, and establish a new Project Component in MYPS to represent the balance of the terminated contract and target.

Delisting of Projects

The Delisting of a Project or Project Component refers to changing a Project allotment to zero amount due to non-implementation. All requests to delist Projects shall be submitted in writing to Planning Service, Programming Division, along with justification for the delisting request. All requests for Delisting shall be formally approved by the Undersecretary for Planning and Public Private Partnerships. Programming Division of Planning Service shall immediately request a negative Special Allotment Release Order (SARO) from DBM. Programming Division will delist the Project in MYPS within seven (7) calendar days after receipt of the negative SARO. A Project will not be delisted in MYPS until a negative SARO has been issued.

Projects from 2015 GAA and earlier years

Department Order No. 56, Series of 2012 remains in effect for 2015 and prior year projects. As per the Secretary's memorandum of December 6, 2015, these prior year projects shall continue to be assigned Project IDs by the Bureau of Construction - Project Monitoring Division, and shall continue to be monitored in the Project Monitoring System.

This Department Order shall take effect immediately.

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Acting Secretary

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