



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

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DEPARTMENT ORDER) SUBJECT: Defining the Functions of  
No. 205 Dir. Vicente B. Lopez, as Action  
Series of 1992 *[Signature]* Officer, Foreign-Assisted Projects  
for Luzon

**DOMICILE:**

The Action Officer, Foreign-Assisted Project (FAPs) for Luzon, shall have his headquarters at the Department of Public Works and Highways, Port Area, Manila, with support staff to be sourced from various Project Management Offices (PMOs).

He is authorized to avail himself of the facilities of the DPWH Field Offices and Consultants.

**Area of Administrative Responsibilities:**

1. The Action Officer shall be under the supervision of the Secretary, thru the Undersecretaries of Regional Areas concerned.
2. The area of his administrative responsibilities shall be all DPWH FAPs for Luzon, i.e., Region I (Ilocos Region), Region II (Cagayan Valley), CAR, Region III (Central Luzon), Region IV-A (Southern Tagalog), Region IV-B (Southern Tagalog Islands), Region V (Bicol Region), and NCR.
3. The Action Officer shall provide appropriate administrative interventions in Regional Offices and Fields Offices to facilitate the implementation of FAPs, especially those which are delayed and/or with execution problem.
4. He shall join/represent concerned DPWH officials in meetings with Foreign Financing Institutions concerning FAPs.

**FUNCTIONS:**

**Facilitator:**

1. Conduct regular consultation and coordination meetings at the field level with DPWH officials, consultants and contractors for the prompt and proper implementation of FAPs.
2. Identify problem areas of FAPs.

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3. Recommend to the Secretary, thru the Undersecretary concerned, appropriate policies and measures, to speed up FAPs falling behind schedule and resolve other implementation problems.
4. Interface with Foreign Financing Institutions and recommend policies and measures for the prompt compliance of their administrative requirements.

**Coordinator:**

1. Coordinate with other agencies including other departments, LGUs, and NGOs/private sectors, regarding FAPs which require inter-agency involvement.
2. Attend coordination meetings of Undersecretaries of areas concerned.

**Monitoring:**

1. Review progress reports furnished by PMOs to him and prepare Summary Narrative Reports, particularly on highlights/features of project implementation for perusal of the Secretary and Undersecretary.
2. Cross-check field reports against actual situations.
3. Conduct performance audit of contractors/consultants of FAPs periodically and as required by implementation problems.

The PMOs and Consultants of FAPs shall coordinate with the ACTION OFFICER the project cycles, to include the pre-construction, construction supervision and monitoring in pursuance of the proper and prompt implementation of projects and programs.

This Order takes effect immediately.

  
JOSE P. DE JESUS  
Secretary