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

FEB 12 2014

SPECIAL ORDER)
No. **33**)
Series of 2014)

Subject : DESIGNATION OF ENGR. JOSE A. AGUINALDO AS PROJECT MANAGER, BUILDINGS MANAGEMENT CLUSTER, UNIFIED PROJECT MANAGEMENT OFFICE

In the interest of the service, compliance with the approval of the Department's Rationalization Plan dated 18 June 2013 pursuant to Executive Order No. 366, series of 2004 and the issuance of Department Order No. 87, series of 2013 **Engr. Jose A. Aguinaldo**, is hereby **designated as Project Manager under the Buildings Management Cluster** of the Unified Project Management Office (UPMO).

Under and by the virtue of this Order, Engr. Aguinaldo is directed to perform the duties and assume responsibilities appurtenant to the position of Project Manager I and shall report directly to the Project Director of the Buildings Management Cluster. However, upon project completion, he shall return to the Project Managers' Pool and report directly to the Undersecretary for UPMO Operations.

This Order, which supersedes previous issuances to the contrary, shall take effect immediately.


ROGELIO L. SINGSON
Secretary

Department of Public Works and Highways
Office of the Secretary

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**DUTIES AND RESPONSIBILITIES
OF ENGR. JOSE A. AGUINALDO
PROJECT MANAGER I**

1. Reviews, evaluates, and takes actions of various technical problems forwarded to the NBCDO.
2. Formulates policies, plans, standards and guidelines on building design, construction, use, occupancy and maintenance in accordance with the National Building Code which shall be submitted to the Secretary for approval.
3. Promulgates additional rules and regulations in the form of Memorandum circulars to implement the provisions of the Code and ensure compliance with policies, plans, standards, and guidelines, subject to the approval of the Secretary.
4. Evaluates/reviews for the Secretary's approval/final action regarding changes and/or amendments to existing Referral Codes as well as on the incorporation of other referral codes which are not yet expressly made supplementary to the Code and its IRR.
5. Conducts field inspection/investigation on complaints received by the Office of the Secretary relative to NBC-related issues and concerns and submit report containing findings and recommendations.
6. Performs other duties and responsibilities as maybe assigned.