



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

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SPECIAL ORDER)

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Series of 2010 *Dr. P-10*

SUBJECT: Designation of Highway Planning Application Managers for the Sustainability of the Implementation of the New Highway Planning Applications

To ensure the effective implementation and sustainability of all planning applications developed under the Road Information Management Support System (RIMSS) projects on the new highway planning process, the following are hereby designated:

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|-----|-------------------------------|--|
| 1. | REBECCA T. GARSUTA | Team Leader |
| 2. | EDWIN M. FORTES | Assistant Team Leader |
| 3. | SOLITA V. GENOTA | <i>TARAS Manager</i> (Traffic Accident Recording and Analysis System) |
| 4. | ROWIN O. PASCUA | <i>RBIA Manager</i> (Road and Bridge Information Application) |
| 5. | RENATO B. REYES | <i>RTIA Manager</i> (Road Traffic Information and Application) |
| 6. | NENITA R. JIMENEZ | <i>PMS Manager</i> (Pavement Management System) |
| 7. | EMMA E. PELAYO | <i>MYPS Manager</i> (Multi-Year Programming and Scheduling) |
| 8. | MARYANN T. BAUTISTA | <i>BMS Manager</i> (Bridge Management System) |
| 9. | CRISPIN B. BANAAG, JR. | <i>BME Manager</i> (Benefit Monitoring and Evaluation) |
| 10. | ELMO F. ATILLANO | <i>RSMS Manager</i> (Road Slope Management System) |
| 11. | ARTHUR M. NARCISO | <i>GIS Manager</i> (Geographic Information System) |

The responsibilities of the Team Leader, Assistant Team Leader and Highway Planning Application Managers shall include but not limited to:

Team Leader

1. To oversee the roles of all the application managers in the sustainability of implementation of their respective assigned application;
2. To harmonize and synchronize the linkage of all Applications to correspond with planning needs; and
3. To conduct monthly meetings or as the need arises (with other concerned Offices, if necessary) to synchronize/harmonize all efforts as well as resolve issues and concerns, if any

Assistant Team Leader

1. To work closely with the Team Leader in accordance with his/her assigned task; and
2. To assume the tasks of the Team Leader whenever there are times he/she is not available or, if deemed necessary

TARAS MANAGER

1. To manage traffic accident recording and analysis business process and operational related issues;
2. To supervise the entry of traffic accident data that is sent to the Road Safety Section by Regional Offices in cases of network disconnection to the DPWH Wide Area Network (WAN);
3. To establish a continuing liaison with PNP Directorate for Operations for the efficient and timely collection of traffic accident data;
4. To ensure that the DILG-PNP be provided with the traffic accident data derived from TARAS (monthly/quarterly);
5. To provide assistance to the DILG-PNP in the conduct of continuous training for PNP officers on the accident data collection and recording inclusive of how to complete the TAR form; and
6. To prepare regular consolidated reports on the status and activities in the implementation of the Traffic Accident Recording and Analysis System.

RBIA MANAGER

1. To ensure the integrity, accuracy and timeliness of the data in the RBIA;
2. To manage the conduct of road inventory and condition surveys;
3. To ensure the proper dissemination on the RBIA updates;
4. To supervise the implementation of trainings on RBIA at a national level;
5. To supervise the RBIA Regional Coordinators and District organizers;
6. To provide reports on national roads to meet the user needs;
7. To provide National, Regional, and Engineering Districts Road Key Performance Indicators to meet user needs; and

8. To prepare regular consolidated reports on the status and activities in the implementation of the RBIA application.

RTIA Manager

1. To supervise the preparation of Annual Survey Plan by scheduling traffic data collection and resource planning of traffic data equipment;
2. To review and prepare budget estimates for NRTSP operations including the corresponding fund releases;
3. To manage and monitor the overall implementation of the manual classified traffic counts, automated classified traffic counts and axle load surveys being undertaken by the Regional Offices and District Engineering Offices ;
4. To provide assistance to the concerned field offices in the entry/validation process and final verification of manual, automated and axle load survey data into the RTIA;
5. To manage and update traffic data in the Traffic Data Manager (TDM);
6. To supervise the uploading of summary traffic data and generation of AADT and ESAL data to the RBIA;
7. To review traffic data and conduct regular quality assurance (QA) procedures; and
8. To prepare regular consolidated reports on the status and activities in the implementation of the Road Traffic Information and Application

PMS Manager

1. To supervise the updating road and traffic data in the Network State Matrix for Strategy Analysis of the Philippine national road network through the use of HDM-4;
2. To manage the updating of works alternatives sets. As part of the HDM-4 configuration process, work alternatives are assigned to each network state to help in identifying network needs for long-term and multi-year works program;
3. To supervise the generation and updating of Planning Road Sections for multi-year programming with homogeneous road and traffic data using the HDM-4 analysis module;
4. To manage the PMS data validation, quality assurance and improvement to ensure the output reliability of the system. This involves defining missing data and the up-to-date level of the survey data;
5. To manage the selection of national road sections for HDM-4 programming analysis;
6. To keep the project database updated based on the MTPDP;
7. To manage the process of finalizing the HDM-4 analysis for the Long-Term Highway Plan and the HDM-4 generated Multi-Year Program;
8. To manage the process of version control of the HDM-4 Configuration and Interface;
9. To prepare regular consolidated reports on the status and activities in the implementation of the Pavement Management System.

MYPS Manager

1. To obtain from the Long Term Highway Plan and Bridge Master Plan alternative action attributes over the national network, grouping actions into Planning Road Sections (PRS);
2. To manage the ranking of PRS in the first 6-year block by applying the approved Multi-Criteria Analysis (MCA) to determine the multi-year work program;
3. To supervise in establishing priority lists for feasibility studies and detailed/final design;
4. To supervise in establishing and updating future performance targets for the highway network on an annual and a 6-year basis;
5. To prepare the Multi Year Program (national roads, bridges, flood control and other locally funded projects) by assessing (in consultation with PD, BOM, BOC, PMO-FS and the Regional Offices) project time scheduling and program costs;
6. To manage the conduct of Post-Evaluation of the completed projects in the Multi Year Program, whenever ex-post results are available (approximately one year after project completion) for comparison with ex-ante results from the archived Multi Year Programs; and
7. To prepare regular consolidated reports on the status and activities in the implementation of the Multi-Year Programming and Scheduling.

BMS Manager

1. To supervise bridge condition surveys to ensure the accuracy and timeliness of bridge condition data;
2. To analyze annual bridge condition survey data to determine the condition of bridges on national roads and assessing the need for asset preservation and network development works to bridges, to maintain the bridge stock;
3. To manage the review of the bridge stock and determining the need for network development works for reasons other than bridge deterioration;
4. To manage the preparation of bridge major maintenance and network development programs on an annual basis to present prioritized programs for bridge preservation and betterment;
5. To ensure that the procedural manuals are properly maintained and disseminated;
6. To provide National, Regional, and Engineering Districts Bridge Key Performance Indicators to meet user needs;
7. To provide reports/programs on national bridges to meet the user needs;
8. To oversee the roles of the Regions in the collection of bridge condition data; and
9. To prepare regular consolidated reports on the status and activities in the implementation of the Bridge Management System.

BME Manager

1. To oversee the overall operation of BME;
2. To prepare annual budget proposal for the conduct of BME completed road project;
3. To supervise the establishment of BME database as well as BME data encoding;
4. To monitor the conduct of BME surveys i.e. Traffic (Manual Count, License Plate, Origin, Destination) socio-economic and environmental surveys;

5. To supervise the preparation of traffic analysis and socio economic evaluation and completion of BME reports;
6. To manage the conduct of BME seminar/workshops for DPWH Regional and DEO's staffs; and
7. To prepare regular consolidated reports on the status and activities in the implementation of the Benefit Monitoring and Evaluation.

RSMS Manager

1. To oversee the overall operation of the system;
2. To monitor the conduct of field surveys of DPWH Regional Coordinators and DEOs field engineers, such as Preliminary Inventory Survey (PIS) and Detailed Inventory Survey (DIS);
3. To conduct instructional seminar/workshops for DPWH Regional Coordinators and DEO field engineers;
4. To supervise the establishment of Road Slope Management System as well as the RSMS data encoding;
5. To conduct Road Disaster Risk Management and Evaluation;
6. To prepare annual budget proposal for the implementation of priority road slope projects;
7. To formulate policy recommendations pertaining to RSMS; and
8. To prepare regular consolidated reports on the status and activities in the implementation of the Road Slope Management System

GIS MANAGER

1. To maintain the geographic representation of the road network;
2. To ensure that all electronic datasets in the Department are properly sustained;
3. To oversee the production of maps needed by the Department and other agencies;
4. To manage the implementation of GIS trainings; and
5. To prepare regular consolidated reports on the status and activities in the implementation of the Geographic Information System.

The Technical Working Team shall oversee the following tasks:

1. Organize, train and maintain the pool of coordinators/organizers/ inspectors for the planning application systems in the Regional and District Engineering Offices;
2. Initiate/manage/monitor the conduct of road/bridge inventory surveys and condition inspections, traffic surveys, traffic accident assessments, field calibration surveys and road slope disaster surveys and socio-economic surveys;
3. Provide the Regional and District coordinators/organizers/inspectors all the requirements for the conduct of surveys/inspection and data encoding and management;

4. Manage the encoding, quality control and field validation of the above-mentioned planning related information;
5. Conduct analysis, establish and prioritize work programs for road/ bridge network development, asset preservation/major maintenance, and road slope protection works;
6. Develop/formulate/package budgetary programs for the operation, training and maintenance for the sustainability of all planning applications;
7. Conduct monthly meetings (with other concerned Offices, if necessary) to synchronize/harmonize all efforts and resolve issues and concerns that may arise;
8. Prepare regular consolidated reports on the status and activities in the implementation of all planning applications; and
9. Review and evaluate the performance/feat of the concerned managers/ coordinators/ organizers/ inspectors and other concerned staff of the respective planning applications and recommend appropriate actions to that effect. (i.e. awards or sanctions)

The Technical Team can ask assistance of any DPWH Staff (including Regional and/or District Engineering Offices) to ensure success and shall, likewise, report the progress of the said planning activities to the Assistant Secretary for Planning through the Planning Service Director.

This order shall take effect immediately.


VICTOR A. DOMINGO
Acting Secretary



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