097. 12 DPWH
07 - 29 - 2016

SPECIAL ORDER	)	SUBJECT :	**DESIGNATION OF**
102	)		**COORDINATORS FOR THE**
No. _____	)		**MULTI YEAR PROGRAMMING**
Series of 2016 07.29.16	)		**AND SCHEDULING**
			APPLICATION

With reference to Department Order No. 89 series of 2016 regarding implementation of the Multi Year Programming and Scheduling Application (MYPS), the following Planning Service key staff are hereby designated to ensure the effective implementation and sustainability of the system:

1. NENITA R. JIMENEZ — MYPS APPLICATION USER COORDINATOR (AUC)

   PROGRAMMING DIVISION
2. CHRISTIAN LOUIS T. GATCHALIAN — MYPS COORDINATOR
3. ADRIAN T. MATIBAG — ALTERNATE MYPS COORDINATOR

   DEVELOPMENT PLANNING DIVISION
4. JUAN CARLO B. PAPA — MYPS COORDINATOR
5. ALVIN T. ALMADRONES — ALTERNATE MYPS COORDINATOR

6. LOYD ANTHONY A. MIARAL — ROAD PROGRAM OFFICE MYPS COORDINATOR

MYPS Application User Coordinator (AUC)

The MYPS AUC shall be in charge of the following tasks including supervision of the MYPS Coordinators to ensure effective implementation of MYPS:

1. Identification of Programs in the MYPS;
2. Monitoring of loading of all DPWH projects and programs;
3. Maintenance of the integrity of data;
4. Analysis of data quality;
5. Liaison with Information Management Service (IMS) and approval of requests for software changes to MYPS functionality;
6. Monitoring of the updates of MYPS for approved Realignments and Modifications;
7. Monitoring of the updates of MYPS for Memoranda of Agreements (MOAs);
8. Monitoring of the updates of MYPS for Foreign Assisted Projects (FAPs);
9. Coordination, design and implementation of trainings on the MYPS within Central Office and Regional/District Offices, and maintaining training documentation;
10. Coordination with the Regional Office Planning and Design Divisions (RO-PDDs) and Department of Budget and Management (DBM) regarding Multi-Year Obligational Authority (MYOA) requests;
11. Maintenance of the geographic representation of all projects in the Geographic Information System (GIS);

12. Maintenance, updating of and dissemination (including upload to the Planning Applications Web Site) of MYPS operational and procedural manuals;

Programming Division MYPS Coordinator

1. Creation of Working Program for MFO 2, MFO 3 (excluding roads and bridges) Local Infrastructure Program (LIP), Various Infrastructure Including Local Projects (VIILP) and externally funded projects;
2. Assignment of Project IDs and Project Component IDs for all projects under MFO 2, MFO 3 (excluding roads and bridges), LIP, the program for VIILP and externally funded projects;
3. Preparation of MYPS Import Files for MFO 2, MFO 3 (excluding roads and bridges), LIP, the program for VIILP and externally funded projects;
4. Loading of all projects in MFO 2, MFO 3 (excluding roads and bridges), LIP, the program for VIILP and externally funded projects;
5. Applying Errata to Working Programs for MFO 2, MFO 3 (excluding roads and bridges), LIP, VIILP projects and externally funded projects;
6. Monitoring of loading approved Realignments and Modifications in MYPS;
7. Analysis of data quality for all MFO 2, LIP, VIILP, and externally funded projects;
8. Analysis of the MFO 2, MFO 3 (excluding roads and bridges), LIP, VIILP and externally funded programs;
9. Changing Working Programs to Approved status (excluding those managed by DPD), and publishing to Project and Contract Management Application (PCMA);
10. Monitoring of approved Realignments and Modifications for all projects throughout the year;
11. Liaison with the Office of Regional Operations on Realignments and Modifications;
12. Monitoring of project Delistings;
13. Setup of approved MOAs in MYPS;
14. Monitoring of itemization of Lump Sum projects;
15. Monitoring of update for financial allocations to FAPs;
16. Monitoring of Modifications and Realignments and impacts to program Targets
17. Preparation and maintenance of geographic representation of all MFO 2, MFO 3 (excluding roads and bridges), LIP, VIILP and externally funded projects in the GIS in coordination with RO-PDDs, District Engineering Offices (DEOs) and external agencies;
18. Implementation of training on the MYPS within Central Office Programming Division and Regional/District Offices

Development Planning Division MYPS Coordinator

1. Creation of Working Programs for MFO 1 and MFO 3 roads and bridges;
2. Assignment of Project IDs and Project Component IDs for all projects under MFO-1, MFO 3 road and bridge projects and FAPs;
3. Preparation of MYPS import files for all projects under MFO 1 (including multi-year projects), MFO 3 road and bridge projects and FAPs;
4. Monitoring the structure and update of FAPs in MYPS through liaison with UPMO;
5. Preparation and loading of Multi-Year plans and projects including project components into MYPS;

6. Loading of all MFO 1 and MFO 3 road and bridge projects into MYPS for National Expenditure Program (NEP) and the House General Appropriations Bill (HGAB);
7. Applying Errata to Working Programs for MFO 1, MFO 3 road and bridge projects and FAPs;
8. Changing Working Program for MFO 1 (Proposed Budget, NEP and HGAB) to Approved status;
9. Analysis of data quality for all MFO 1 and MFO 3 road and bridge projects in MYPS;
10. Analysis of the MFO 1 and MFO 3 road and bridge programs;
11. Tracking Realignments/Modifications and Targets for road and bridge projects in MFO 1 and MFO 3;
12. Coordination with the RO-PDDs and DBM regarding requests for MYOAs;
13. Preparation and maintenance of geographic representation for MFO 1, MFO 3 roads and bridges and FAPs in the GIS in coordination with UPMO, RO-PDDs, DEOs and external agencies.
14. Implementation of training on the MYPS within Central Office Development Planning Division and Regional/District Offices

Road Program Office MYPS Coordinator

1. Analysis of Motor Vehicle Users Charge (MVUC) proposed projects and programs with regard to funding overlaps in other programs;
2. Analysis of projects with regard to road condition, traffic volumes and other relevant data;
3. Creation of Working Program for MVUC funded projects;
4. Preparation of MYPS import files and loading all proposed and approved MVUC projects;
5. Compilation of Special Allotment Release Orders (SAROs) issued by DBM;
6. Assignment of Project IDs and Project Component IDs for all projects funded by the MVUC;
7. Changing Working Program for MVUC funded projects to Approved status;
8. Analysis of data quality for all MVUC funded projects in MYPS;
9. Analysis of the MVUC funded programs;
10. Tracking Realignments/Modifications and Targets for MVUC funded projects;
11. Preparation and maintenance of geographic representation for MVUC funded projects;

This Order supersedes Special Order No. 58, Series of 2016, and shall take effect immediately.

RAFAEL C. YABUT
Acting Secretary

4.1.1DBM/NRJ