



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION AND COMMUNICATIONS

9 October 2012

Department Order: 2012-13

Subject: **Establishment of the DOTC Bus Rapid Transit – National Program
Management Office**

The BRT National Program Management Office (BRT-NPMO) is hereby established to oversee the implementation of all BRT plans, policies, standards, regulations, and projects.

Section 1. OBJECTIVES

- 1.1 To improve the quality of service provided by the urban passenger transport systems in a cost effective, environmentally efficient, safe and replicable manner, by implementing Bus Rapid Transit (BRT) systems in the country; and
- 1.2 To ensure the proper and successful development of BRT systems by providing a national entity that executes all functions related to plan formulation, strategy-making, policy-setting, project development, promotion and communications, and impact assessment.

Section 2. COVERAGE

This Department Order shall be applicable to all activities and concerns anywhere in the country that is related to the development of BRT in the country.

Section 3. ESTABLISHMENT OF THE BRT-NPMO

- 3.1 There shall be established a BRT-NPMO with the primary mandate of supporting the BRT-NSC and overseeing the implementation of all BRT plans, policies, standards, regulations, and projects.
- 3.2 The BRT-NPMO shall be under the supervision and control of the DOTC Undersecretary in charge of the Project Management Service.
- 3.3 The BRT-NPMO shall maintain a headquarters at the central office of the DOTC. For the effective management of locally-based Project Management Units (PIU) which

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have or may be established by the BRT-NSC in localities where BRT systems are being studied or implemented, the BRT-NPMO may establish satellite offices or assign officers in such localities.

3.4 Organizational Structure and Staffing of the BRT-NPMO

The BRT-NPMO shall be organized and staffed in such a way that the following are fulfilled and effectively carried out:

- a) The overall requirements of implementing the national BRT master plan;
- b) The specific responsibilities of the BRT-NPMO; and
- c) The need for coordinating with the PIUs and other stakeholders in the LGU-based or site specific BRT systems.

The BRT-NPMO organizational structure and staffing plan, including qualification standards and terms of employment, shall be prepared by the Head of the BRT-NPMO, endorsed by the DOTC Undersecretary in charge of the Project Management Service, and approved by the BRT-NSC.

Section 4. FUNCTIONS AND RESPONSIBILITIES OF THE BRT-NPMO

4.1 The functions and responsibilities of the BRT-NPMO include planning and evaluation, resource mobilization, implementation, monitoring and reporting, promotion and communications, secretariat, coordination, and other related activities, which may be assigned by the BRT-NSC, and which are necessary for the proper development and operations of BRT in the country.

4.2 The specific functions of the BRT-NPMO are as follows:

4.2.1 Planning and Evaluation

- a) Develop, in coordination with other government agencies, LGUs, private sector, and other stakeholders, a national BRT master plan, and for this purpose, formulate or cause to formulate policies, standards, planning guidelines, rules and regulations, evaluation criteria, procedures, monitoring system, and other relevant management tools;
- b) Provide comments on all BRT proposals, especially the financial and economic viability, from LGUs, private sector, and other sources and submit recommendations to the BRT-NSC;

- c) Review and evaluate the feasibility and engineering studies of all approved/ongoing BRT projects to ensure consistency with government benchmarks; and
- d) Prepare the annual plan and budget requirements of both the BRT-NPMO and BRT-NSC, consistent with the DOTC's agency guidelines and the government planning and budgeting process.

4.2.2 Resource Mobilization

- a) Explore and study the optimal funding schemes for BRT projects, seeking least budgetary cost and risks on the part of the government, including evaluating PPP and other similar arrangements;
- b) Assist approved BRT proponents in seeking funding arrangements;
- c) Coordinate with concerned government agencies on the timely availability of budgetary support for BRT projects; and
- d) Coordinate with funding institutions on the timely release of project funds and reporting the use thereof.

4.2.3 Implementation

- a) Manage the implementation of the national BRT master plan and approved BRT projects;
- b) Enter into contracts and agreements, subject to existing laws and regulations, for the procurement of professional and managerial services, manpower, equipment, construction of facilities, and the installation of the BRT systems;
- c) Oversee and ensure the quality and timeliness of products and services provided by all BRT project contractors; and
- d) Facilitate, organize and document the conduct of mid- and post-project evaluation and impact analyses of BRT projects;

4.2.4 Operations

- a) Provide the overall guidelines and standards for promoting BRTs in the country to the host or promoting LGU and such other appropriate body for the operation of the BRT system.

4.2.5 Monitoring and Reporting

- a) Develop and establish a project monitoring system/mechanism (including database, reporting templates and other requirements for submission of all reports) and implement the same;

- b) Review and evaluate the progress and performance of ongoing BRT projects and activities;
- c) Coordinate the conduct of on-site monitoring visits, as necessary;
- d) Coordinate with the BRT-NPMO satellite office, technical working groups (TWG) and other appropriate persons on the submission of status reports; and
- e) Prepare consolidated status reports for submission to the BRT-NSC and agencies exercising oversight functions.

4.2.6 Promotions and Communications

- a) Develop and implement a promotion and communication plan to raise public awareness and acceptance of the BRT, including maintaining a website, newsletter, and other publicity materials and organizing conferences, workshop and similar promotional initiatives, in coordination with the BRT-NPMO satellite offices and other concerned bodies and agencies;
- b) Prepare and disseminate promotional materials for public information campaigns; and
- c) Conduct consultation meetings and public hearings with the key stakeholders, as necessary.

4.2.7 Secretariat and Coordination

- a) Organize and document the BRT-NSC meetings and other activities in line with its functions;
- b) Coordinate with the PIUs and other site-specific bodies, beginning with the Cebu City BRT PMO, on all aspects of implementation; and
- c) Coordinate and cooperate with multilateral and bilateral agencies working on projects related to BRT;

4.2.8 Other Functions

Perform such necessary activities to facilitate and ensure successful implementation of BRT projects.

4.3 BRT-NPMO Head

The Head of the BRT-NPMO shall be appointed by the Secretary of DOTC, upon the recommendation of the DOTC Undersecretary in charge of the Project Management Service.

The Head of the BRT-NPMO shall have the following powers, duties and responsibilities:

- a) Direct and supervise the preparation, review and execution of plans, projects, policies and measures, budget, specifications, estimates, scope of work, construction works, contract payments, variation orders, operation and maintenance procedures, and other related matters concerning all BRT projects and activities, for the approval of the Undersecretary in charge of the Project Management Service;
- b) Coordinate, oversee and monitor all activities relative to the successful implementation of the project, subject to existing laws, rules and regulations;
- c) Direct or supervise the operations and internal administration of the BRT-NPMO and, for this purpose, to delegate any of his powers and duties to other officers of the BRT-NPMO, subject to rules and regulations approved by DOTC;
- d) Recommend the appointment and dismissal of, and disciplinary action against, employees of the BRT-NPMO, in accordance with DOTC guidelines for personnel and the Civil Service Law;
- e) Sign contracts of the personnel complement of the BRT-NPMO hired under the job order scheme;
- f) Submit physical and financial progress reports on the projects of the BRT-NPMO to the Undersecretary in charge of the Project Management Service through the Assistant Secretaries concerned;
- g) Preside over all meetings of the BRT-NPMO;
- h) Represent the BRT-NPMO in all dealings with other offices, agencies and instrumentalities of the Government and with all persons and entities, whether public or private;
- i) Prepare an annual report on the activities of the BRT-NPMO and the BRT-NSC on or before the end of the first quarter after the fiscal year completed, and to submit the same to the DOTC Undersecretary in charge of the Project Management Service; and
- j) Exercise such other powers and duties that are proper or necessary to carry out the purposes of this Department Order, as may be vested in him by DOTC.

Section 5. FUNDING AND MANPOWER REQUIREMENTS

Funding for the activities of the BRT-NPMO shall be sourced as follows: (a) from the future approved BRT projects with specific allocation related to project management and/or monitoring, in case the project is funded by ODA, upon approval of the Secretary of the DOTC; (2) from the General Appropriations Act, subject to the applicable accounting and auditing rules and regulations; (3) the Special Vehicle Pollution Fund (SVPCF), subject to

approval by the Road Board; and (4) such other external sources, subject to the necessary endorsements and approvals.

Section 5. SEPARABILITY CLAUSE

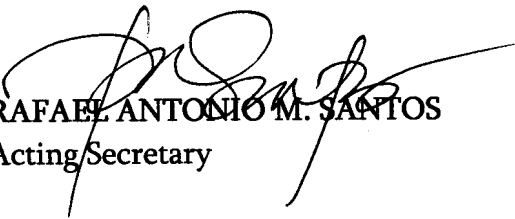
The nullification of any of the provisions of this Department Order shall not have the effect of nullifying other portions or provisions as long as such remaining portions or provisions can still subsist and given effect.

Section 6. REPEALING CLAUSE

All department orders, specials orders, rules and regulations or other issuances or parts thereof, which are inconsistent herewith are hereby revoked, repealed and/or modified accordingly.

Section 7. EFFECTIVITY

This Department Order shall take effect immediately.


RAFAEL ANTONIO M. SANTOS
Acting Secretary