

MINISTRY OF
NATURAL RESOURCES

15 November 1983

MNR Special Order No. 697
Series of 1983

SUBJECT: Creation of an Internal Control
and Evaluation Team (ICET) for
the implementation of BFD CY 1983
Foreign-Assisted Projects Infra-
structure Program

1. In order to facilitate the efficient and effective implementation of CY 1983 Foreign-Assisted Infrastructure Projects, an Internal Control Evaluation Team (ICET) is hereby created.

2. The ICET shall be composed of the following personnel:

- a) Engr. Allan Salvador - Chairman
Foreign-Assisted Projects
Management Office, MNR
- b) Engr. Romeo Avila - Member
Project Management Staff
BFD
- c) Engr. Rene Tanqueco - Member
Rolando C. Sianghio &
Associates (RCSA)
- d) BFD Accountants and Internal Control
Unit/Staff assigned to the following
projects, as members:
 1. Abra Pine Plantation Development
Project (APPDP),
 2. Integrated Forest Protection Pilot
Project (IFPPP),
 3. Magat Smallholder Agroforestry
Pilot Project (MSAPP),
 4. Allah Valley Watershed Development
Project (AVWDP),
 5. Lake Bato Watershed Management
Project (LBWMP),
 6. 3rd Davao del Norte Irrigation
Project and
 7. Muleta-Manupali Watershed Development
Project (MMWDP).

3. The ICET shall have the following functions:

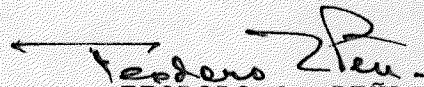
- a) Prepare necessary recommendations
discussed by the team for the Minister's
approval/action.

- b) Provides needed policy guidelines as directed by General Memorandum Orders and by the Minister.
- c) Account the Project Managers in the responsibilities vested in them.
- d) Reviews project requirements, plans specifications, bill of materials and estimates and the probable time required to implement the project.
- e) Prepares summary documents needed for payments/procurements and other related activities.
- f) Exercise appropriate and necessary fiscal and financial management attendant to the prosecution of the projects.
- g) Evaluate on-going infrastructure projects.
- h) Perform other function as may be assigned by the Minister.

The members of the team shall be guided further by the attached specific/individual function.

4. The team is entitled to reasonable expenses subject to accounting and auditing rules and regulations.

5. This Order shall take effect immediately and shall be co-terminus with the BFD CY 1983 Foreign Assisted infrastructure projects.


TEODORO Q. PEÑA
Minister

FUNCTIONS OF THE INDIVIDUAL MEMBERS OF THE ICET

1) FAPMO Staff as Chairman:

- (a) Convenes the Team for meeting and site inspections;
- (b) Prepares necessary recommendations discussed by the Team for the Minister's approval/actions;
- (c) Allocates necessary fund as maybe needed by the Team during field visits and other official functions;
- (d) Provides needed policy guidelines as directed by GMOs and by the Minister;
- (e) Account the Project Managers in the responsibilities vested in them;
- (f) Assigns task (individuality or collectively) to members and project managers as the need arise.

2) PMS/BFD Staff Member:

- (a) Acts as the secretary
- (b) Provides necessary program background to the Team;
- (c) Keeps records and other documents related to the projects and the Team;
- (d) Assists/prepares summary documents needed for payments/purchases and other related activities;
- (e) Does other tasks as assigned by the Chairman.

3) RCSA Staff:

- (a) Review project requirements, purposes and general plans; locations and space accomodations; design and general type of construction materials and equipment to be used the probable time required to build and the approximate cost of the project;
- (b) Reviews, examines and studies the infrastructure drawings for purposes of compliance with pertinent laws, ordinance, codes, standard rules and regulations of local government authorities, including but not limited to the National Building Codes;
- (c) Incorporate comments and revise infrastructure drawings, if necessary;
- (d) Reviews all the working drawings based on the approved design development instruments, and set forth in detail the work required for the civil works, architectural, structural, electrical, sanitary and mechanical phase;
- (f) Reviews, revises, if required, the comprehensive specifications describing the type and quality of materials, finishes, manner of construction and the general conditions evidently appropriate or relevant under which the project is to be constructed;

- (f) Reviews and revises, if required, a quantified Bill of Materials and a detailed cost estimate, primarily required for monitoring the most probable construction cost against the given cost appropriation ceiling and also for procurements, purchase and delivery of materials needed by the project;
- (g) Reviews, modifies, if required, the forms, documents, and such other papers necessary for tendering and contract-letting purposes such as those for invitation to Bid, Instruction to Bidders, proposals;
- (h) Advises and assists in obtaining proposals from pre-qualified contractors and in preparing and awarding construction contracts;
- (i) Assists in the development of a system of efficient cost control and monitoring of expected cost for each site;
- (j) Assists on decisions on all claims of the contractor and on all other matters relating to the execution and progress of the work including interpretation of the contract between BFD and Contractor;
- (k) Assists in the technical and legal handing-over process, guarantee and maintenance control, final payments, and preparation of the project completion report;

Accounting and ICU:

- (a) Exercise appropriate and necessary fiscal and financial management attendant to the prosecution of the projects.

(b)

This Special Order shall take effect immediately and shall be coterminous with the BFD's 1983 Foreign-Assisted Projects Infrastructure Program.