

Republic of the Philippines
Department of Environment and Natural Resources

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Special Order
No. 2022- 64

SUBJECT : CREATION OF THE PROJECT MANAGEMENT COMMITTEE (PMC), INTER-AGENCY TECHNICAL WORKING GROUP (ITWG), NATIONAL PROJECT COORDINATING UNIT (PCU), AND REGIONAL PROJECT MANAGEMENT COMMITTEE (RPMC) FOR THE SAFE WATER PROJECT

In the interest of the service and to ensure the efficient and effective implementation of the USAID-funded project entitled, "Safe Water Project," a Project Management Committee (PMC), Inter-agency Technical Working Group (ITWG), National Project Coordinating Unit (PCU), and Regional Project Management Committee (RPMC) are hereby created with members and functions, as follows:

I. Project Management Committee (PMC)

A. Composition

Chairperson: Undersecretary for Policy, Planning and International Affairs, Department of Environment and Natural Resources

Vice Chairperson: Executive Director, National Water Resources Board (NWRB)

Members (members of the PMC shall be composed of at least Director level or its equivalent):

1. National Economic Development Authority (NEDA)
2. Local Water Utilities Administration (LWUA)
3. Chief, Environment Office, United States Agency for International Development
4. Chief of Party, Safe Water Project
5. DENR - Forest Management Bureau (DENR-FMB)
6. DENR – River Basin Control Office (DENR-RBCO)
7. DENR - Policy and Planning Service (DENR-PPS)
8. DENR - Foreign-Assisted and Special Projects Service (DENR-FASPS)
9. DENR Regional Office IV-B
10. DENR Regional Office VI
11. DENR Regional Office XII

B. Functions of the PMC

The PMC's main function is to provide overall guidance and direction to ensure the effective implementation of the Safe Water Project.

1. Provide strategic directions and guidance for implementation of the project towards achievement of project outputs and outcomes;
2. Provide guidance and support for the resolution of project-related issues and concerns;
3. Endorse annual work plans to USAID;
4. Provide guidance on post-project sustainability and mainstreaming of project

- interventions;
- 5. Promote synergy with other country initiatives to maximize benefits, reduce cost, and avoid redundancy; and
- 6. Support the overall project communication strategy by providing leadership and guidance on key messaging in the various communication platforms that will be employed.

The PMC shall meet every semester or as deemed necessary.

II. Inter-agency Technical Working Group (ITWG)

A. Composition

Chairperson: Deputy Executive Director, NWRB

Vice Chairperson: Chief, Policy and Program Division, NWRB

Members:

1. Deputy Chief of Party, Safe Water Project
2. Concerned Senior Official of Local Water Utilities Administration (LWUA)
3. Chief, Water Rights Division, NWRB
4. Chief, Water Utilities Division, NWRB
5. Chief Monitoring and Enforcement Division, NWRB
6. Chief, Forest Resources Conservation Division, FMB
7. Concerned Senior Official of River Basin Control Office, RBCO
8. Chief, Planning and Programming Division, DENR-PPS
9. Chief, Program Monitoring and Evaluation Division, DENR-PPS
10. Chief, Project Management Division, DENR-FASPS
11. Chief, Project Monitoring and Evaluation Division, DENR-FASPS
12. Concerned Senior Officials of DENR Regions IV-B, VI and XII

B. Functions:

The ITWG shall perform specific tasks, as follows:

1. Assist the PMC in fulfilling its oversight responsibilities on specific technical matters;
2. Provide valuable inputs and technical assistance in areas of strategic importance to the project; and
3. Review and/or evaluate work plans, project reports and outputs/deliverables, and make necessary recommendations to the PMC.

The ITWG shall meet every quarter or as deemed necessary.

III. National Project Coordinating Unit (NPCU)

A. Composition:

The National Project Coordinating Unit (NPCU) for Safe Water Project shall be lodged at the NWRB through the Policy and Program Division, supported by staff from the Safe Water Project Team. The NPCU shall be under the oversight of the NWRB Executive Director.

B. Functions:

1. Coordinate activities in support of the project;
2. Submit reportorial requirements to concerned oversight offices/agencies;
3. Provide guidance and assistance in organizing activities, workshops and training courses of the Project;

4. Serve as central repository of all project information and documents;
5. Make available all information and documents necessary for the accomplishment of the objectives of Safe Water Project; and
6. Act as Secretariat to the PMC and TWG.

IV. Regional Project Management Committee (RPMC)

A. Composition

Chairperson: Regional Executive Director concerned, DENR

Co-Chairperson: Governor of concerned provinces

Members:

1. Environment and Natural Resources Office or equivalent office of Provincial Governments concerned
2. Civil Society Organizations concerned
3. Site Team Leads, Safe Water Project
4. DENR Provincial Environment and Natural Resources Offices concerned
5. DENR Community Environment and Natural Resources Offices concerned
6. Planning and Management Division of DENR Regions IV-B, VI and XII

B. Functions:

The RPMC's main function in Region IV-B, Region VI and Region XII is to provide guidance at the regional and local levels.

1. Provide advice at regional and local levels;
2. Review the accomplishments and deliverables of the Project under their administrative jurisdictions; and
3. Ensure that project activities and accomplishments are properly coordinated, documented and reported.

The RPMC shall meet every quarter or as deemed necessary.


The concerned DENR Regional Offices shall designate their own focal field units as PCUs (Field PCUs) through Special Orders signed by their respective Regional Executive Directors (REDs). The Field PCUs shall be supported by sufficient staff from the Safe Water Project Teams. The Safe Water Project Team shall course through all communications to the Field PCUs through the National PCU.

The NWRB and FASPS shall be furnished a copy of the signed Regional Special Orders.

The above PMC and ITWG may invite other DENR personnel and agencies with critical roles for specific activities in the performance of their tasks. Likewise, they are authorized to create Sub-Committee or Thematic Groups, as necessary, to ensure that the objectives of the project are achieved.

All related expenses to be incurred in the implementation of this Order shall be charged against the Project funds subject to the existing accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force for the duration of the Project or until revoked in writing.


ROY A. CIMATU
Secretary

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