

Republika ng Pilipinas  
(Republic of the Philippines)  
MINISTRI NG EDUKASYON AT KULTURA  
(MINISTRY OF EDUCATION AND CULTURE)  
Maynila

October 16, 1981

MEC O R D E R  
No. 55, s. 1981

ORGANIZATION AND MANAGEMENT SYSTEM OF THE PROGRAM  
FOR DECENTRALIZED EDUCATIONAL DEVELOPMENT (PRODED)

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Schools Superintendents

1. Pursuant to the agreement between the Ministry of Education and Culture and World Bank, a management system has been organized to assist in meeting the planning, implementation and management demands of PRODED on the regional and sub-regional levels.
2. The management system will include an organization (Inclosure No. 1) consisting of a Project Executive Team (PET) and a Project Technical Staff (PTS). The members of the PET are:

Deputy Minister Abraham I. Felipe	- Project Director
Dr. Minda C. Sutaria, BEE	- Deputy Project Director
Dr. Felix Santos, OPS	- Member
Executive Director Augusto Termatay, EDPITAF	- "
Dr. Dolores Hernandez, Chairman, National Textbook Board	- "
Asst. Secretary Jesus T. Manipula	- "

Subject to the authority of the Minister of Education and Culture, the PET shall have the following functions:

- a. Serve as advisory body to the Minister on policy matters;
- b. Serve as executive arm of the Minister;
- c. Supervise and evaluate the planning, implementation and management of programs, projects and subprojects;
- d. Supervise disbursement, accounting and liquidation of funds and other matters; and
- e. Review and approve proposals.

3. The PET shall maintain a Project Technical Staff (PTS) headed by a National Project Manager and assisted by an Assistant Project Manager. It shall have a core of full-time staff and shall be supported by part-time consultants and experts. Its functions include technical, housekeeping and supervisory regarding the implementation of subprojects. In effect the PTS will serve as a technical arm of the PET and as such will supervise the implementation of the projects and do other functions as may be designated by PET.

4. To ensure smooth implementation of the projects, the PTS shall be composed of four departments, namely: the Planning and Development Department, Operations Department, Financial Management Department, and a General Services Department. Each department shall be headed by a department head. The functions of each department are described in Inclosure No. 2.

5. It is desired that this Order be disseminated for the information and guidance of all concerned.

(SGD.) ONOFRE D. CORPUZ  
Minister

Incls.:

As stated

References:

MEC Orders: Nos. 40, s. 1980 and 10, s. 1981

Allotment: 1-2--(D.O. 1-76)

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS & OFFICES  
OFFICIALS  
PROJECTS

**PROGRAM FOR DECENTRALIZED EDUCATIONAL  
DEVELOPMENT (PRODED)**  
Functional Chart

**PROJECT EXECUTIVE TEAM**

- Serve as Advisory body to the Ministry on policy matters;
- Serve as executive arm of the Ministry;
- Supervise and evaluate the planning, implementation and management of projects and subprojects, and propose measures for the improvement of performance;
- Supervise disbursement, accounting liquidation of funds and other related matters;
- Review and approve proposals for projects and research on a national scope.

**NATIONAL PROJECT ADITOR**

**OFFICE OF THE PROJECT MANAGER**

- Plan, organize, direct and control work programs of PTE
- Coordinate the formulation of and recommendation of policies, projects and budgets to PTE
- Provide suitable technical assistance services to the staff and the regions
- Supervise the management of regional subprojects

**DEVELOPMENT PLANNING DEPARTMENT**

- Provide assistance to the regions in the preparation of subproject requests
- Develop criteria, guidelines, designs and procedures for the preparation and appraisal of subprojects, monitor their application and recommend changes where necessary
- Initiate preparation of annual investment priorities and targets
- Develop plans for the subprojects like civil works, staff development, equipment and furniture and ensure that different procedures are undertaken
- Develop, review and compile researches conducted by different clients
- Evaluate goals of specific subprojects that are being achieved according to project and more plans drawn

**OPERATIONS DEPARTMENT**

- Oversee the effective implementation of all subprojects
- Coordinate with relevant agencies in the overall implementation supervision of subprojects
- Monitor and report on the progress of individual subprojects
- Provide assistance to the regions in their implementation activities
- Control purchase and distribution of materials and facilities

**RESEARCH AND DEVELOPMENT SECTION**

- Facilitate retrieval of all data necessary for determining classroom and training priorities
- Provide assistance to the regions in the preparation of annual infrastructure requests
- Identify the training needs of NED staff involved in PRODED
- Develop course content for the training needs of NED staff involved in PRODED
- Formulate guidelines and plans for the location of schools
- Identify research agents and people who may undertake the researches
- Assist proponents in improving research proposals

**APPRAISAL SECTION**

- Organize and conduct appraisal of regional subprojects in accordance with guidelines and criteria
- Prepare annual investment priorities and targets by regions/division and districts
- Perform staff level review of all research proposals in conformity to guidelines and criteria set
- Prepare Staff Appraisal Reports (SARs) for presentation to the PTE
- Evaluate and report on the progress of research projects being implemented
- Appraise the technical assistance needs of the regions

**TECHNICAL SERVICES SECTION**

**SUPERVISION AND MONITORING SUBSECTION**

- Develop a comprehensive monitoring and reporting system appropriate to day-to-day management of the subprojects
- Prepare periodic reports as required by the PTE, the Ministry, NEDA, MDR, World Bank and other agencies
- Liaise with the MW in the implementation of the on-going school building program
- Review architectural plans to ensure adherence to specifications and performance standards
- Monitor the distribution and utilization of school furniture and equipment
- Coordinate with relevant agencies in the monitoring and supervision and evaluation of all phases and levels of the training program
- Maintain a project library and central file system
- Monitor the development, publication and utilization of materials being prepared
- Follow up researches conducted

**TECHNICAL ASSISTANCE SUBSECTION**

- Assist regions in the implementation of the Staff Development program
- Assist regions in devising a system for monitoring subprojects
- Prepare annual technical assistance availability program
- Prepare employment contracts and surety agreements and ensure timely payments of expert's fees, allowances, tuition, etc.
- Maintain an inventory of local and foreign institutions offering training programs relevant to NED's needs
- Monitor and report on progress of fellows and work of experts

**FINANCE AND MANAGEMENT SERVICE**

- Ensure that requisite amount of funds are available within the organization
- Assist PWT in ensuring that funds are utilized to full advantage and allocated among various users in the most effective way

**INTERNAL AUDIT SECTION**

- Ascertain reasonableness of budgets for activities covered by MCA with sub-implementing agencies
- Determine appropriate financial terms and conditions for said MOAs
- Conduct internal audit visits to sub-implementing agencies to monitor and ensure the smooth flow and appropriate utilization of funds in their compliance with terms of MOAs, and immediate liquidation of CDCs
- Develop system and procedures to facilitate disbursements funds flow and liquidation of CDC
- Maintain updated records
- Prepare internal audit reports

**FINANCIAL MANAGEMENT DEPT.**

- Under Direction from PWT in coordination with PWO
- Design and install an appropriate accounting and budgeting system and procedures responsive to project needs
  - Organize all fiscal operations for the project
  - Recommend payment for all expenses and claims in the course of project implementation
  - Supervise the preparation of withdrawal applications for expenses chargeable against loan proceeds
  - Coordinate with the internal audit in the conduct of field and internal audits throughout project implementation

**MATERIALS MANAGEMENT SECTION**

- Undertake all activities related to the procurement of goods and/or services required under the project
- Plan and supervise all phases of operations for the delivery of goods procured under the project
- Prepare the technical evaluation of all public bids (local and international) and present evaluation results to the Committee on Bids and Awards
- Assist in prequalifying brokerage and/or forwarding firms
- Prepare or assist in the preparation of contract documents including approvals of relevant agencies
- Develop a program for the regular repair and maintenance of all equipment and furniture procured under the project
- Render staff support to the Committee on Bids and Awards
- Supervise turnover of property accountability
- Monitor purchases, utilization, disposition, distribution and storage of materials procured

**BUDGET SECTION**

- Determine the long-term financial requirement of planned programs
- Prepare, present and defend annual budget
- Prepare and process the release of CDC for these MOAs
- Follow up releases of funds
- Maintain effective liaison with agencies in programming and releasing funds
- Set aside allowances for specific activities of programs and projects falling within the approved annual budgets
- Determine the eligible expenditures for specific activities and identify allotment to be charged
- Ascertain budget implications for acceleration, delays or any change in the work schedule and recommend appropriate action
- Prepare budget reports

**ACCOUNTING SECTION**

- Book up releases of funds
- Certify availability of allotments on approved obligations
- Prepare payment vouchers
- Analyse and check charging of expenditures
- Account expenditures in accordance with prescribed government accounting system
- Account expenditures in accordance with applicable management accounting system
- Regularly monitor available funds
- Prepare accounting reports

**LOAN AVAILMENT SECTION**

- Maintain records of detailed loan allocations and availments
- Monitor and ascertain all expenditures eligible for loan financing and prepare loan withdrawal applications
- Open letters of credit for equipment importations
- Monitor, coordinate and control the avilment of technical assistance by project institutions
- Effect remittance to foreign fellowship grantees and experts, and maintain record of the dollar account for this purpose
- Translate specific plans, programs, and activities into a loan avilment schedule and make revisions when there are changes
- Monitor loan avilment deviation from the original schedule and recommend appropriate action
- Prepare loan avilment reports

Program for Decentralized Educational Development (POWER)

ORGANIZATIONAL CHART

