

CREATING THE PHILJA DEVELOPMENT CENTER – PROJECT IMPLEMENTATION COMMOTEE (PDC-PIC) AND PROVIDING FOR THE POLICY GUIDELINES AND PROCEDURES FOR THE IMPLEMENTATION OF THE PHILJA DE...

ADMINISTRATIVE CIRCULAR NO. 34-2006, March 31, 2006

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/60501d2ab294/>

1. OBJECTIVE

To provide for an organization to ensure the successful implementation of the PHILJA Development Center (PDC) Japan Non-Project Grant Assistance Counter Value Fund (JNPGA-CVF) Project.

2. LEGAL FRAMEWORK

2.1

These Guidelines are formulated in fulfillment of a major legal commitment of the Government of the Philippines (GOP) with the Government of Japan (GOJ).

2.2

The official communication of H.E. Ambassador Ryuichiro Yamazaki of the Embassy of Japan to Secretary Margarito B. Teves of the Department of Finance, dated 18 December 2005, as well as the official communication of Secretary Teves to Chief Justice Hilario G. Davide, Jr. dated 27 December 2005 shall govern the legal relationship between the Government of Japan and the Supreme Court as the project's implementing agency. The corresponding Special Allotment Release Order (SARO) and Notice of Cash Allocation (NCA) have been issued by the Department of Budget and Management, dated 24 January 2006.

2.3

Republic Act No. 9184 (The Government Procurement Reform Act) and its Implementing Rules and Regulations (IRR) shall govern procurement activities.

3. THE PHILJA DEVELOPMENT CENTER - PROJECT IMPLEMENTATION COMMITTEE (PDC-PIC)

There is hereby created the PHILJA Development Center-Project Implementation Committee (PDC-PIC), which shall have the composition, powers and functions described hereunder.

3.1

Composition. The PDC-PIC shall have the following composition:

Chairman: Justice Ameurfina A. Melencio Herrera (PHILJA)

Vice-Chairman: Justice Minerva P. Gonzaga-Reyes (PHILJA)

Members: Justice Presbitero J. Velasco (OCA)

Justice Francisco S. Tantuico, Jr. (PHILJA)

Justice Jose C. Vitug (PHILJA)

Atty. Edna E. Diño (OCA)

Atty. Corazon F. Flores (FMBO)

Dean Cesar L. Villanueva (PHILJA)

Director Evelyn T. Dumdum (PMO)

Resource Persons: DCA Jose P. Perez (OCA)

Dir. Susan N. Gavino (PMO)

Dir. Cecile V. Dumdum (PMO)

Mr. Policarpio G. Felicidario, Jr. (PHILJA)

Technical Operations Group:

Engr. Leonel Urdaneta (PMO)

Engr. Joan Cabe (OHJ)

Arch. Dennis Velasco (PMO)

Recorder-Secretary: Atty. Ma. Melissa R. Dimson

Asst. Rec.-Secretary: Ms. Maria Luisa A. Magno

Support Staff: as may be designated

Support Staff: as may be designated

3.2 Powers and Functions. The PDC-PIC shall have the following powers and functions:

1)

Recommend policy directions for the project;

2)

Provide overall supervision of the planning and implementation of, and, establish a separate accounting set-up for, the project;

3)

Supervise the preparation of the over-all work plan for the project and recommend approvals;

4)

Prepare the Terms of Reference (TOR) needed for the procurement of goods, works and services;

5)

Review and accept deliverables submitted by selected consultants/contractors and recommend payments;

6)

Oversee actual work progress; and

7)

Prepare and submit reports to the Supreme Court, the PHILJA Board of Trustees, and the Government of Japan pursuant to the official communications stated in paragraph 2.2 of this Administrative Circular, and other oversight agencies, as may be required.

4. RESPONSIBILITY AND ACCOUNTABILITY

4.1

Responsibility for the administration of this Administrative Circular is vested in the Philippine Judicial Academy (PHILJA) principally through the PDC-PIC, in coordination with the BAC-APJR, and all other offices whose functions are within the scope of this Administrative Circular.

4.2

Compliance with the reporting requirements is the responsibility of PHILJA's PDC-PIC.

4.3

All PDC-JNPGA procurement activities shall be done through the BAC-APJR.

5. APPROVING AUTHORITY FOR PDC - JNPGA CONTRACTS

5.1

The Authorized Approving Officials for all PDC-JNPGA contracts (goods, works and services) shall be in accordance with the following thresholds:

(i)

Above P10.0M - Supreme Court En Banc

(ii)

Above P1.5M up to P10.0M - Chief Justice

(iii)

P1.5M and below - PHILJA Chancellor, or in her absence, the Vice-Chancellor or Executive Secretary

5.2 For payment of contracts on goods, works, and services procured under the PDC-JNPGA, the Authorized Officials to approve and authorize payment shall be in accordance with the following thresholds:

(i)

Above P10. 0M -

Supreme Court En Banc

(ii)

Above P1.5M up to P10.0M -

Chief Justice

(iii)

P1.5M and below - PHILJA Chancellor, or in her absence, the Vice-Chancellor or Executive Secretary

5-3 Authorized PHILJA signatories for all contracts under this Project shall be the PHILJA Chancellor, or in her absence, the Vice-Chancellor or Executive Secretary.

6. EFFECTIVITY

This Administrative Circular takes effect on the first day of April, 2006

Issued this 31st day of March, 2006

(Sgd)ARTEMIO V. PANGANIBAN

Chief Justice

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