



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
National Headquarters Philippine Coast Guard
139 25th Street, Port Area
1018 Manila

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CGLSC

CIRCULAR
NUMBER **03-19**

DESIGNATION OF A PROJECT IMPLEMENTATION OFFICER (PrIO)

I. PURPOSE:

This Circular prescribes the rules, policies, guidelines and procedures relative to the designation of a Project Implementation Officer (PrIO) for key and vital projects of the Philippine Coast Guard (PCG) which are locally funded and/or foreign assisted.

II. SCOPE AND APPLICABILITY:

This Circular applies to all PCG officers who will be designated as a Project Implementation Officer (PrIO) of a specific PCG project.

III. OBJECTIVES:

1. To designate an Officer who is responsible for the efficient and effective development of locally funded and foreign assisted projects of the PCG to ensure compliance with plans, strategies and policies and create proactive solutions to encountered problems.

2. To designate an Officer who provides advice to the Commandant, PCG to meet statutory requirements and give focus on a variety of issues and concerns affecting the project implementation.

3. To establish a point of contact (POC) with internal and external stakeholders, concern PCG Staff and Offices in order to expedite project completion and provides specialist up-to-date advice based on sound knowledge of best practices in line with constantly evolving legislative, policy, planning documents and frameworks.

IV. DEFINITION OF TERMS:

1. **Project Implementation Officer (PrIO)** – an Officer in charge of effectively managing a specific project of the PCG, including keeping track of its progress and ensuring activities' completion.
2. **Point Of Contact (POC)** – is a person, a department or an office serving as the coordinator or focal point of information concerning an activity or program.
3. **PCG project** – is an activity to meet the creation of a unique product or service and thus activities that are undertaken to accomplish routine activities cannot be considered projects.
4. **Locally Funded Projects (LFPs)** – projects funded from internally generated funds of the national government.
5. **Foreign Assisted Projects (FAPs)** – projects financed wholly or partly by foreign loans and/or foreign grants.
6. **End-user Unit** – is the unit who ultimately uses or is intended to ultimately use the product or services.

V. POLICIES AND PROCEDURES:

1. The Command recognizes the importance of designating a Project Implementation Officer (PrIO) who will have the overall responsibility in the successful initiation, planning, design, execution, monitoring, controlling and completion of a project.
2. The Commandant, Philippine Coast Guard has the final authority in the designation of a Project Implementation Officer (PrIO) upon the recommendation of Commander, LOGCOM.
3. Except otherwise rescinded by the Commandant, PCG, the Commander of these Commands and Major Units shall be automatically designated as the Project Implementation Officer of the following PCG projects:

MSSC – ATON Procurement
– Lighthouse Construction/ Rehabilitation Projects
– Maritime Safety Services related projects under PITC/ PS DBM

CGWCEISC – Radar Station Projects
– Procurement of Firearms (local, foreign or G to G mode)
– CGWCEISC related projects under PITC/ PS DBM

SSF – Ships repair and rehabilitation
– Disposal of decommissioned ships

- PCG Procurement of ships (Japan, France, US, etc.)
- SSF projects under PITC/ PS DBM

- CGLSC**
- PCG Infrastructure Projects
 - CGLSC related projects under PITC/ PS DBM

- CGAF** – PCG Procurement of air assets (helicopters/ fixed wings aircraft)
- CGAF related projects under PITC/ PS DBM

4. Other PCG projects not mentioned above, the Coast Guard Procurement Service (CGPS) will submit a list of said projects with its corresponding end-user unit to CGLSC for submission to CPCG (Attention: CG-1) for the issuance of order to the Commander/ CO of the end-user unit as the Project Implementation Officer.

VI. DUTIES AND RESPONSIBILITIES:

A. Project Implementation Officer (PrIO):

1. He is in charge of effectively managing projects for the PCG, including keeping track of progress and ensuring activities' completion on time.
2. He identifies project needs, develop a detailed timeline for completion, delegate tasks, and implement changes to teams and processes as needed.
3. He works within budget constraints and follow existing and relevant procedures in all tasks, as well as incorporate other unit commanders' feedback into the project as required.
4. He shares relevant information with concerned units in the organization, monitor expenditures, and create detailed reports.
5. He organizes meetings and conferences with the contractors, concerned PCG staff, offices and units to discuss project implementation.
6. He ensures deadlines are met and to regularly submit project status report (weekly, monthly or as needed) to the Commandant, PCG.
7. To perform other tasks as directed by the Commandant, PCG.

B. Coast Guard Procurement Service (CGPS):

1. Keeps and maintain a list of all PCG projects.
2. Ensures that each project has a designated Project Implementation Officer.

3. Submit thru Commander, CGLSC list of PCG projects without a PrIO and indicate the project's end-user for the issuance of order by Higher Headquarters.
4. To perform other tasks as directed by the Commandant, PCG.

VII. RESCISSION:

All circulars, policies and provisions of existing regulations that are inconsistent with the provisions of this circular are hereby amended or rescinded as the case maybe.

VIII. EFFECTIVITY:

This Circular shall take effect upon publication.

BY COMMAND OF ADMIRAL HERMOGINO:

OFFICIAL:


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19/03/1916

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