



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO 2020-11-0013

**CREATION OF DEPARTMENT OF ENERGY- BUDGET AND TREASURY
MANAGEMENT SYSTEM (DOE-BTMS) PROJECT IMPLEMENTATION TEAM**

Whereas on 14 January 2019, the Department of Budget Management (DBM) issued Circular No. 2019-4, otherwise known as the "Guidelines on the Adoption and Use of the Budget and Treasury Management System for Budget Utilization;"

Whereas, the aforementioned Guidelines prescribe for all Heads of Departments of the National Government to, among others, standardize and automate the budget utilization of the spending agency through the adoption and use of the Budget and Treasury Management System (BTMS) as the core foundation of an Integrated Financial Management Information System (FMIS) and the sole means for obligating, disbursing, and reporting all government expenditures;

Whereas, the subject Department Order, is in compliance with DBM Circular No. 2019-4 for the establishment of BTMS Project Implementation Team in each and every Department;

Whereas, the designation of DOE personnel shall be coupled with a corresponding Special Order duly approved by the Secretary.

SECTION 1. STEERING COMMITTEE

1. Composition

The DOE-BTMS Steering Committee shall be composed of the following:

Chairperson	:	Undersecretary for Financial Services (FS), Administrative Services (AS) and Information Technology Management Services (ITMS)
Vice-Chairperson:		Assistant Secretary for FS and AS
Members	:	Director, FS Director, AS Director, ITMS

2. Functions

The DOE-BTMS Steering Committee shall have the following functions:

- 2.1 Over-all accountability for the BTMS Project and the realization of the expected benefits of the project;
- 2.2 Highest Level of decision-making on BTMS project priorities and issue resolutions, as necessary.

SECTION 2. PROJECT MANAGEMENT TEAM

1. Composition

The DOE-BTMS Project Management Team shall be composed of the following:

Team Leader	:	Director, FS
Co-Team Leader	:	Director, AS
Members	:	Chief, Budget Division (BD)
		Chief, Accounting Division (AD)
		Chief, Procurement Management Division (PMD)
		Chief, Treasury Division (TD)
		Chief, Information Technology Division (ITD)

2. Functions

The DOE-BTMS Project Management Team shall have the following functions:

- 2.1 Submit recommendations on legal, policy and strategic matters to the Steering Committee;
- 2.2 Actively work with DOE-BTMS Team to achieve the overall objectives and execute the agreed Project Plan;
- 2.3 Authorize approvals and sign-offs on all deliverables;
- 2.4 Manage the DOE BTMS Teams
- 2.5 Support the data validation testing
- 2.6 Actively works with the DBM-BTMS Team to achieve the overall objectives;
- 2.7 Ensure that the policies and procedures on the utilization of the BTMS are applied consistently throughout the DOE;

SECTION 5. DATA MANAGEMENT SECURITY TEAM

1. Composition

The Data Management Security Team shall be composed of the following:

Team Leader : Director, ITMS
Co-Team Leader : Chief, ITD
Members : Two (2) ITD Staff
One (1) AD Staff
One (1) BD Staff
One (1) PMD Staff
One (1) TD Staff
One (1) HRMD

2. Functions

The Data Management Security Team shall have the following functions:

- 2.1 Define and manage Security Access Matrix (SAM) identification within the department; and
- 2.2 Coordinate with DBM-BTMS- Team, lead the data collection, data cleansing and data migration for roll-out and sustain data quality validation
- 2.3 Assess if the data is valid and correctly encoded in the system both for catch-up and Security Access Matrix (SAM).
- 2.4 Manage ring fencing and integration of BTMS into DOE's infrastructure landscape;
- 2.5 Manage the acceptance on integration of interface functionalities between BTMS and DOE maintenance or connectivity;
- 2.6 Conduct regular data quality check on correctness, consistency and manages data quality issues.

SECTION 6. POWER USERS POOL TEAM

2. Functions

The Power Users Pool Team shall have the following functions:

- 2.1 Participate in workshops and end-user training;
- 2.2 Utilize the system;
- 2.3 Support the BTMS initiative by complying with the work program and escalating issues during the utilization of the system;
- 2.4 Conduct subsequent user training to the DOE on the implementation roll-out of BTMS;
- 2.5 Provide support and assistance to the DOE on the implementation of roll-out of BTMS;
- 2.6 Provide support and assistance to all BTMS users in the DOE on an-going basis and;

SECTION 5. SECRETARIAT

1. Composition

The DOE-BTMS Secretariat shall be from the Budget Division.

2. Functions

- 2.7 Provide administrative support to the BTMS Steering Committee and all other teams in this Department Order.
- 2.1 Organize and make all necessary arrangements for BTMS Steering Committee meetings
- 2.2 Prepare minutes of the meetings
- 2.3 Acts as the central channel of communications for the BTMS Steering Committee with Project Management, Data Management Security and Power Users Pool Teams

SECTION 6. SEPARABILITY CLAUSE

If for any reason, any provision or section of the Department Order is declared unconstitutional or invalid, other parts or provisions not affected thereby shall remain in full force and in effect.

SECTION 7. REPEALING CLAUSE

All DOE Issuances that are inconsistent with the provisions of this Department Order are hereby modified or superseded accordingly.

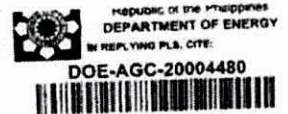
SECTION 8. EFFECTIVITY

This Department Order shall take effect immediately upon its issuance and shall remain in full force and effect until sooner modified or revoked by the Secretary or any competent authority.

Signed this _____ day of _____ 2020 in Bonifacio Global City, Taguig City, Metro Manila.


ALFONSO G. CUSI
Secretary

OCT 06 2020





Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

SPECIAL ORDER NO. SO 2020-11-0039 *μ*

**DEPARTMENT OF ENERGY - BUDGET AND TREASURY MANAGEMENT SYSTEM
(DOE-BTMS) PROJECT IMPLEMENTATION TEAM**

Pursuant to Department Order No. DO2020-11-0013 dated OCT 06, 2020 establishing the Department of Energy Budget and Treasury Management System (DOE-BTMS) Project Implementation Team shall be composed of the following:

I. STEERING COMMITTEE

Chairperson : **Raul B. Aguilos, CESO I**
Undersecretary

Vice-Chairperson : **Robert B. Uy**
Assistant Secretary

Members : **Araceli S. Soluta**
Director, Financial Services (FS)

Angelina V. Manga, CESO IV
Director, Administrative Services (AS)

Herminio A. Ariola, CESO IV
Director, Information Technology and Management Services (ITMS)

Secretariat : **Budget Division**

II. PROJECT MANAGEMENT TEAM

Team Leader : **Dir. Araceli S. Soluta, FS Director**

Co- Team Leader : **Dir. Angelina V. Manga, AS Director**

Members : **Elisa B. Morales, Chief, Budget Division (BD)**
Myrna G. Peñaranda, OIC-Chief, Accounting Division (AD)
Frederico G. Domingo, Jr., Chief, Procurement Management Division (PMD)
Leticia P. Esmale, Chief, Treasury Division (TD)
Jerry P. Ritual, Chief, Information Technology Division (ITD)

III. DATA MANAGEMENT SECURITY TEAM

Team Leader : **Herminio A. Ariola**, *Director, ITMS*
Co-Team Leader : **Jerry P. Ritual**, *Chief, ITD*
Members : **Gregorio E. Iyo, Jr.**, *Information System Analyst II*
Leah N. Membrere, *Information Technology Officer I*
Judy D. Gallardo, *Administrative Aide VI*
Heriberto C. Obsena, *Administrative Officer V*
Imelda M. Roxas, *Supervising Administrative Officer*
Gregorio E. Iyo, Jr., *Information System Analyst II*
Harold F. Villaluz, *Administrative Officer III*
Israel B. Santos, *Supervising Administrative Officer*

IV. POWER USERS POOL TEAM

Team Leader : **Elisa B. Morales**, *Chief, BD*
Co-Team Leaders : **Myrna G. Peñaranda**, *OIC-Chief, AD*
Frederico G. Domingo, Jr., *Chief, PMD*

Members : **Process owners from Budget Division**
Teodoro T. Aguilar, *Supervising Administrative Officer*
Ryan S. Domasig, *Supervising Administrative Officer*
Heriberto C. Obsena, *Administrative Officer V*
Julita C. Silagpo, *Administrative Officer V*
Roselle T. Maranan, *Administrative Officer V*
Carla Cristy A. Quibilan, *Administrative Officer V*

Process owners from Accounting Division
Ederlina D. Garcia, *Supervising Administrative Officer*
Mariquita E. Talamayan, *Supervising Administrative Officer*
Rose Ann E. Realiza, *Accountant II*
Helen C. Roldan, *Accountant III*
Madilyn M. Lucero, *Accountant III*

Process owners from, Information Technology Division
Gregorio E. Iyo, Jr., *Information System Analyst II*
Leah N. Membrere, *Information Technology Officer I*

Process owners from Procurement Management Division
Imelda M. Roxas, *Supervising Administrative Officer*
Jovy P. Cariño, *Administrative Officer III*
Ashmirah S. Corobong, *Administrative Officer I*

Process owners from Treasury Division

Harold F. Villaluz, Administrative Officer III

Jessel Lumacad, Administrative Officer I

Analiza I. Beltran, Administrative Officer V

Process owners from Human Resource Management Division

Rosalina T. Rapi, Supervising Administrative Officer

Israel B. Santos, Supervising Administrative Officer

Process owners from Supply and Property Division

Mary Jeselle G. Ganacia, Administrative Officer I

Fernando Jose L. Hainto, Jr., Administrative Officer III

Process owners from General Services Division

Roy J. Ladublan, Engineer III

Richard L. Angeles, Engineer III

Process owners from Field Offices

Pearly C. Chiong, Administrative Assistant III, VFO

Nylgie Rose R. Tantano, Administrative Officer II, VFO

Keezha Bea J. Soterno, Administrative Officer IV, MFO

Maricris Q. Capitis, Administrative Assistant VI, LFO

Laica P. Agustin, Administrative Assistant II, LFO

The functions of the DOE-BTMS Project Implementation Team are incorporated in Department Order No. DO2020-11-0013 dated OCT 06, 2020.

This Special Order shall take effect immediately and shall remain in full force and effect until revoked by the undersigned and/or competent authority.

Issued this _____ day of OCT 06 2020 2020 in Bonifacio Global City, Taguig City, Metro Manila.


ALFONSO G. CUSI
Secretary



Republic of the Philippines
DEPARTMENT OF ENERGY
IN REPLYING PLS. CITE:

DOE-AGC-20004803

