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

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DEPARTMENT ORDER NO. DO2020-11-0013

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

1. Composition

The Power Users Pool Team shall be composed of the following:

Team Leader	:	Chief, Budget Division
Co-Team Leaders	:	Chief, Accounting Division
		Chief, Procurement Management Division
Members	:	Budget Division
(Process owners from)		Accounting Division
		Information Technology Division
		Procurement Management Division
		Treasury Division
		Human Resources Management Division
		Supply and Property Division
		General Services Division
		Field Offices

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

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DEPARTMENT OF ENERGY
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