



CAAP MEMORANDUM CIRCULAR NO: 10-2021

TO : ALL CONCERNED

SUBJECT : **GUIDELINES ON THE ASSIGNMENT, DUTIES AND RESPONSIBILITIES OF ADMS PROJECT ENGINEERS, RESIDENT ENGINEERS AND PROJECT INSPECTORS**

DATE :

I. POLICY STATEMENT

The Procuring Entity's Representative will decide contractual matters between the Procuring Entity and the Contractor.

II. PURPOSE

These Guidelines were formulated by the Civil Aviation Authority of the Philippines (CAAP) to delineate the duties and responsibilities of assigned and authorized ADMS Project Engineers, locally-hired Resident Engineers, and Project Inspectors.

III. SCOPE AND COVERAGE

These Guidelines shall only apply to the Aerodrome Development and Management Service (ADMS).

IV. GENERAL GUIDELINES

1. In the role representing CAAP, the assigned ADMS Project Engineer will decide contractual matters between CAAP and the Contractor of ADMS infrastructure projects.
2. The ADMS Project Engineer may delegate any of his duties and responsibilities to the ADMS locally-hired Resident Engineer and may cancel any delegation after notifying the Contractor.
3. As per approved ADMS Project Management Division Operations Manual, ADMS Project Inspectors shall conduct inspection on ongoing ADMS infrastructure projects and submit evaluation report on the findings/observations in project implementation. In addition, ADMS Project Inspectors shall evaluate and study reports, requests and other documents pertaining to project implementation concerns for appropriate action of higher authorities and other government agencies.

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V. CRITERIA FOR ASSIGNMENT OF PROJECT ENGINEERS

1. With the approval of the Director General, the Assistant Director General II, ADMS (ADG II, ADMS) shall assign Project Engineers who are the existing officers of primary responsibility within the certain Area Center/Airports (copy hereto attached as Annex "A"), subject to the following limitations of assignment (copy hereto attached as Annex "B"):

Classification	Limit of Assignment	
	Maximum Number of Contracts	Maximum Cost of Project
Division Chief III	No limit	No limit
Supervising Aerodrome Engineer	No limit	No limit
Senior Aerodrome Engineer	No limit	300 M
Aerodrome Engineer II	No limit	150 M
Aerodrome Engineer I	No limit	30 M
Engineering Assistant	Assist the DC III, SAE, Sr. AE, AE II and AE I in the implementation of assigned contracts without limits of assignment	

2. The assignment of ADMS Project Engineers shall be subject to the following conditions:
 - a) All contracts to be assigned simultaneously shall be located within the same Area Center/Airports;
 - b) It is the prerogative of the ADG II, ADMS to assign Project Engineers allotted to other Area Centers/Airports if he deems it necessary to augment assignments at any particular Area Center/Airport;
 - c) Assignment of registered architects as Project Engineers shall be limited to vertical airport facilities and fences.

VI. DUTIES AND RESPONSIBILITIES

The following personnel shall have the following duties and responsibilities in the implementation of assigned contracts, in addition to other tasks which may be assigned to them:

ADMS Project Engineer

1. In-charge of the overall planning and control of the project;
2. Check/Verify that the approved Construction Schedule/Bar Chart/S-Curve, PERT/CPM Network Diagram, Manpower and Equipment Schedules, Construction Methods/Method of Working Plan are strictly followed;

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3. Check/Verify that materials and workmanship are at all times in accordance with approved plans and specifications, existing Standards and guidelines;
4. Check/Verify that inspections and necessary material, field, and laboratory tests are carried out promptly and timely;
5. Witness critical activities of the project. Sign-off at project hold points prior to proceeding with the next activity in the approved Construction Schedule/Bar Chart/S-Curve and PERT/CPM Network Diagram;
6. Check/Verify the implementation of the Construction Safety and Health Program of the Contractor;
7. Approve – or delegate to the Resident Engineer – concrete pouring requests and other job control forms;
8. Approve – or delegate to the Resident Engineer – drawings prepared by the Contractor for execution of Temporary Works before its use;
9. Issue – or delegate to the Resident Engineer – Work suspension/resumption and other site instructions;
10. Check/Verify physical and financial status of the project through the Accomplishment Report/Statement of Work Accomplished;
 - a. Monitor the allowable negative slippage and notify the Contractor of the appropriate warnings in accordance with GPPB Resolution No. 05-2019 and their strict compliance therewith.
11. Prepare Contractor's progress billing and payment, when requested;
12. Prepare Variation Order covering Extra Work Order/Change Order or Supplemental Work Agreement, when necessary;
13. Check/Verify revised plans, staked quantities, when necessary;
14. Prepare Contract Time Extension, when requested and necessary;
15. Ensure that field documentation such as logbooks, plans, Programs of Work, Construction Schedule/Bar Chart/S-Curve, PERT/CPM Network Diagram, Manpower and Equipment Schedules, Construction Methods/Method of Working Plan, material testing results, field and laboratory test results, etc. are constantly updated and properly maintained;
16. Coordinate with local airport management, airport stakeholders, and other government offices concerned in project implementation;
17. Resolve problems encountered in the implementation of the project.

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ADMS locally-hired Resident Engineer

1. Assist the Project Engineer in the supervision of the project. Responsible for the day-to-day activities and management of the project;
2. Witness that the approved Construction Schedule/Bar Chart/S-Curve, PERT/CPM Network Diagram, Manpower and Equipment Schedules, Construction Methods/Method of Working Plan are strictly followed;
3. Ensure that materials and workmanship are at all times in accordance with approved plans and specifications, existing Standards and guidelines. Notifies the ADMS Project Engineer in case there are deviations from the approved plans and specifications;
4. Witness necessary material, field, and laboratory tests;
5. Witness critical activities of the project;
6. Witness the implementation of the Construction Safety and Health Program of the Contractor;
7. Approve concrete pouring requests and other job control forms when such approval is delegated by the Project Engineer;
8. Approve drawings prepared by the Contractor for execution of Temporary Works before its use when such approval is delegated by the Project Engineer;
9. Issue Work suspension/resumption and other site instructions when such issuances are delegated by the Project Engineer;
10. Ensure that a weekly written report is prepared and submitted regarding physical and financial status of the project through the Accomplishment Report/Statement of Work Accomplished in addition to the daily reporting of said status;
11. Prepare revised plans, staked quantities, when necessary;
12. Conduct and monitor daily activities including weather conditions and maintains a logbook to record such activities. Maintains and/or updates field documentation such as logbooks, plans, Programs of Work, Construction Schedule/Bar Chart/S-Curve, PERT/CPM Network Diagram, Manpower and Equipment Schedules, Construction Methods/Method of Working Plan, material testing results, field and laboratory test results, etc.;
13. Coordinate with local airport management, airport stakeholders, and other government offices concerned in project implementation.
14. Carry out instructions/orders of the ADMS Project Engineer.

ADMS Project Inspector

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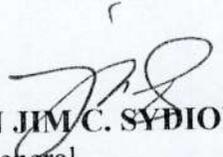
1. Ensure and validate that materials and workmanship are at all times in accordance with approved plans and specifications, existing Standards and guidelines. Immediately notify the ADMS Project Engineer in case there are deviations from the approved plans and specifications;
2. Ensure that the necessary material, field, and laboratory tests are carried out promptly and timely;
3. Validate that the Construction Safety and Health Program of the Contractor is in place;
4. Validate and reconcile the data from the ADMS Project Engineer, and the Resident Engineer regarding the physical and financial status of the project;
5. Check field documentation such as logbooks, plans, Programs of Work, Construction Schedule/Bar Chart/S-Curve, PERT/CPM Network Diagram, Manpower and Equipment Schedules, Construction Methods/Method of Working Plan, material testing results, field and laboratory test results, etc.;
6. In coordination with the Project Engineer and the Contractor's representative, conduct the initial inspection and identify the initial punch listing activities and remaining works to be accomplished when the project is substantially completed (at least 95% Physical Work accomplishment).

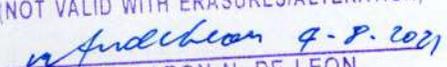
VII. REPEALING CLAUSE

All other Guidelines which are inconsistent with the provisions of this CAAP Memorandum Circular are hereby repealed, modified or amended accordingly.

VIII. EFFECTIVITY CLAUSE

This Circular shall take effect immediately.


CAPTAIN JIM C. SYDIONGCO
Director General

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