



REPUBLIC OF THE PHILIPPINES
NATIONAL TELECOMMUNICATIONS COMMISSION

NTC Building, Sen. Miriam P. Defensor-Santiago Ave.,
East Triangle, Diliman, Quezon City 1104

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22 May 2025

OFFICE ORDER NO. 082-05-2025

SUBJECT : CREATION OF THE PROJECT MANAGEMENT TEAM AND INSPECTION TEAM FOR THE PROJECT: "CAPACITY AND COMPETENCY ENHANCEMENT PROGRAM ON CYBERSECURITY"

In the interest of the service and pursuant to *Republic Act No. 12009, or the New Government Procurement Act; Republic Act No. 9184, otherwise known as the Government Procurement Reform Act, and its Implementing Rules and Regulations (IRR); Republic Act No. 9710, or the Magna Carta of Women and its IRR; the Government Accounting Manual (GAM);* and other applicable laws, rules, and regulations, the Project Management Team and Inspection Team for the project titled "**Capacity and Competency Enhancement Program on Cybersecurity (CCEC)**," with Project Identification No.: **NTC-PB-2024-11-03**, is hereby created, with the following roles, duties, and responsibilities:

I. COMPOSITION

A. Project Management Team

Project Manager (PM)	:	DIR. CANDIDO CESAR E. FAELDON
Assistant Project Manager	:	ARNOLD KIT C. BACUS
Training & Development Lead	:	LUISITO U. MERCADO
Administrative & Logistics Coordinators	:	WILBERT RAYMUND R. RAYOS (Lead) CHARLES ROBERT H. INANDAN MARIELLE V. CERTEZA

B. Inspection Team

Head	:	EDMUN B. LEJARDE
Members	:	DAVID M. ZALDUA MIKHAIL ARJUNA V. CHONGCO

II. DUTIES AND RESPONSIBILITIES

A. Project Manager

- Provides strategic guidance, oversight, and support throughout the project implementation.
- Leads the prioritization of activities and ensures that the project progresses in alignment with its objectives, timeline, and deliverables.
- Accepts and endorses Certificate of Acceptance for deliverables in accordance with the Project's Technical Specifications, for the approval of the Top Management.

B. Assistant Project Manager

- a. Supports the Project Manager in coordinating, planning, and monitoring project activities to ensure project deliverables and activities are met in accordance with Project's Technical Specifications.
- b. Reviews and endorses the Certificate of Acceptance, subject to Top Management approval.
- c. Performs such other project-related tasks as may be assigned by the Project Manager from time to time.

C. Training & Development Lead

- a. Coordinates with the service provider on training delivery requirements, including participant attendance, examination needs, and certification-related matters, in consultation with the Project Manager/Assistant Project Manager.
- b. Ensures the smooth facilitation of training sessions, including class onboarding, training feedback, and learning support.
- c. Monitors training schedules and learning progress to ensure alignment with project objectives.
- d. Performs other training-related functions as may be assigned.

D. Administrative & Logistics Coordinators

- a. Prepares and maintains complete documentation of all project activities, including meeting minutes, decisions, and other relevant records.
- b. Facilitates logistics arrangements such as travel, transportation, and accommodation in support of project activities.
- c. Provides administrative and logistical support to project participants and stakeholders.
- d. Performs such other project-related tasks as may be assigned from time to time.


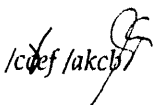
E. Inspection Team

- a. Conducts inspections of project deliverables and signs Inspection and Acceptance Reports (IAR) in accordance with COA guidelines and other applicable rules and regulations.

This Order shall take effect immediately and shall remain in force unless amended or revoked.

For compliance.


ELLA BLANCA B. LOPEZ
Commissioner



/cdef/akcb/