



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 030

RECONSTITUTING THE MUNICIPAL PROJECT MANAGEMENT IMPLEMENTATION UNIT (MPMIU) OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP) IN THE MUNICIPALITY OF MATNOG

WHEREAS, the Department of Agriculture (DA) – Philippine Rural Development Project (PRDP), a six-year national government platform to achieve an inclusive, value-chain oriented and climate-resilient agriculture and fisheries sector through strategic investments in priority commodity value chains.

WHEREAS, the Municipality of Matnog recognizes the importance of the program to attain economic growth and improvement in standard of living especially at the level of farm households;

WHEREAS, the project's development approach is similar to the Municipal Economic Zone Project, a banner programs of the municipality that anchors its development strategy on its resource strengths and potential on which the province generally enjoys comparative advantage;

WHEREAS, given the laudable objectives of the project, a strong implementation partner at the municipal level at work as a team in support of the project is imperative;

NOW, THEREFORE I, CATTLEYA M. SO, Municipal Mayor of Matnog, Sorsogon, by virtue of the powers vested in me by law, do hereby order the Creation of the Municipal Project Management and Implementation Unit (MPMIU) as follows:

Section 1. The PRDP-MPMIU shall be composed of the following:

Chairman:	CATTLEYA M. SO Municipal Mayor
Vice Chairman:	UBALDO M. UBALDO Municipal Administrator

Section 2. Duties and Function

The MPMIU shall perform the following:

- Ensure that the roles and responsibilities of each personnel are being performed, and required outputs of project components are delivered as stated in the Memorandum of Agreements, and
- Ensure that the provision of the MOA for each subproject relative to financial and institutional accountabilities are defined and observed accordingly.

Section 3. There shall also be organized **Project Component Action Teams** their composition and functions.

Section 3.1 The **I- PLAN**: Investment for Agriculture Fisheries Modernization Planning at the Local and National Level,

- In coordination with PPMIU, provides overall management of I-PLAN activities in the municipality;
- Assesses the sub-project proposals coming from the People's Organization with respect to the Provincial Commodity Investment Plan (PCIP) using the value-chain-approach (VCA);
- Assesses the capability building requirements of the participating barangays People's



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4. In collaboration with the PPMIU, facilities capability assistance to stakeholders in the province in improving extension service delivery system and local governance systems and mechanism;
5. Coordinates the delivery of technical assistance to BLGUs and People's Organization in strengthening their capabilities in planning implementation, operation and maintenance, monitoring and evaluation of AFMP and the MCIP;
6. Integrates the BLGUs Poverty Reduction Plan, Women Development Plan, AFMP and plans for other vulnerable groups into the Comprehensive Development Plan;
7. Ensures that local development plans are prepared through participatory approach and in harmony with the provincial and regional plans; and
8. Prepares and submits reports to the MPMIU Head.

Composition:

Unit Head	:	Arch. JOSELITO S. GARRIDO , MPDC
Asst. Unit Head	:	DELEN HURTADO , Tourism Transport Officer
Members	:	JUSHABETH G. GARCERA , Office Clerk APRIL N. DANIEL , Office Clerk

Section 3.2 The I-BUILD: Intensified Building Up of Infrastructures and Logistics for Development. Shall be responsible for the management and implementation of the rural infrastructure component and shall have the following duties and functions:

1. Manage feasibility study and detailed engineering (FSDE) preparation, procurement, contract administration, and construction supervision of infrastructure subprojects.
2. Coordinate with the RPCO-IBUILD regarding infrastructure development and other infrastructure related concerns.
3. Facilitate / assist the Bids and Awards Committee (BAC) in the infrastructure subprojects procurement process;
4. Prepare and submit Work and Financial Plan and other reports on the status of subprojects to the MPMIU head.

Composition:

Unit Head	:	Engr. CIRDION G. MANUEL , Municipal Engineer
Asst. Unit Head	:	LORENA G. ZUNIEGA , Administrative Aide III
Members	:	LEO CASTILLO REYNOLD HATE

Section 3.3 The I-REAP: Investment in the Rural Enterprises and Agriculture & Fisheries Productivity. Shall be responsible for the management and implementation of the enterprise subproject and shall have the following duties and functions:

1. Attend/assist in the conduct of enterprise identification, prioritization, validation of the proposed enterprise
2. Prepare and finalize business plans
3. Attend series of workshop in the preparation, finalization and approval of enterprise;
4. Conduct analysis of market trends, industry situations, and market potentials of priority commodities;
5. Propose capability building activities (trainings and workshops) for the I-REAP proponent groups and beneficiaries;
6. Coordinate the conduct of cluster-wide training sessions and workshops for I-REAP beneficiaries;
7. Participate in the monitoring and evaluation of I-REAP activities.

Composition:



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Members : **MICHAEL MIPALANCA, AA**
JONIEVER GABAD, Office Helper

Section 3.4 Social and Environmental Safeguards (SES), ensure the compliance and implementation of social considerations and safeguards policy of the program. Specifically, he/she will be tasked to:

The SES Unit shall be headed by the Municipal Environment and Natural Resources Officer (MENRO).

A. Social and Environmental Safeguards

1. It shall carry out the environmental guidelines, the environmental management plan, the resettlement policy framework and the indigenous people development framework, in a manner and substance, satisfactory to the World Bank, including whenever required, pursuant to said guidelines and frameworks, prepare and implement an environmental management plan, resettlement action plan and indigenous people development plan, all in a manner satisfactory to the bank; and, in coordination with the MPMIU, provide technical assistance to the participating barangays and People's Organization in compliance of the same whenever the program required.
2. Ensuring alignment of social and environmental safeguards-related issues among all project components;
3. Conduct of Appraisal and Review of Feasibility Studies, Detailed Engineering Designs and Business Plans to check compliance to Social and Environmental Management Framework and Guidelines;
4. Coordinates with the concerned M&E Unit on the status of I-BUILD, I-REAP subprojects to ensure integration of safeguards policy of the program in the whole project cycle;
5. Assist in the conduct of spot monitoring of subprojects and evaluation of safeguards compliance;
6. Preparation and submission of timely and regular progress reports indicating status of compliance to environmental safeguards policy;

Composition:

Unit Head : **Engr. DARIUS F. E GUZMAN**
Assistant Municipal Engineer/MENRO –Designate
Assist. Unit Head : **SHERCIN PACARDO, Tourism Officer - Designate**
Members : **MICHAEL FLORANDO, Office Clerk**
MANUEL L. GALERIA, Office Clerk

B. Grievance Redress Mechanism

1. The LGU through the GRM Unit together with the Project Support Offices (PSO), Regional Project Coordination Offices (RPCOs), will make the public aware of the Grievance Redress Mechanism through public awareness campaigns, training and capacity building in Project Implementation Support (I-SUPPORT).
2. The Grievance Point Person (GPP) will be responsible for the initial screening of feedback and complaints, as well as, the organization of preliminary meetings with concerned parties to establish the critical path to resolution.
3. The GRM Unit shall maintain a registry of feedback or grievances received for reporting to the National Project Coordination Office (NPCO) and the World Bank, specifically for associated follow-up, resolution or non-resolution of issues.
4. The GRM Unit shall provide a standard complaint form for household or groups of households wishing to provide feedback and/or complaint about the effects of PRDP activities of their property, production system, economic well-being, spiritual life or environment quality.
5. The GRM Unit shall keep records of feedbacks and complaint in the registry.
6. In case of complaints, the GRM Unit will assess the validity of the grievances. If



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Unit will organize meetings with the relevant agencies/contractors to discuss how to resolve the matter. All meetings will be recorded and copies of the minutes of meetings will be provided to the beneficiaries.

7. The Mayor's Office shall take such mitigation measures as agreed in meetings of complaints received.
8. When the complaint is resolved, the GRM Unit shall forward copy of the Complaint Form signed by complaint/head of household, the Mayor annotated at each stage of process by the LGU to the concerned RPCO.

Composition:

Unit Head	:	KEVIN S. FUSTER , Executive Secretary
Asst. Unit Head	:	JAYSON CALAMDAG , College Department Head
Members	:	KAREN GARALDE ERIC XAVIER CHUA

Section 3.5 Economics Unit. The Economics Unit in coordination with the I-REAP and I-BUILD Components shall prepare the financial and economic analysis of subproject proposals, attend activities being required for the unit, and shall coordinate with the RPCO counterpart(s) other relevant issues and concerns.

Composition:

Unit Head	:	LENIE G. CABILI , Municipal Accountant
Asst. Unit Head	:	MARVIN S. GARCERA , Administrative Officer IV
Members	:	BELEN GARRATE , Office Clerk JENIFFER GARDON , Office Clerk

Section 3.6 Finance Unit. Shall be accountable to provide services, inputs and support more specifically in the financial aspect of the project's implementation, to wit:

1. Maintain records of releases, obligations and disbursement of operational fund;
2. Prepare and submit financial reports;
3. Preparation and consolidation of Work and Financial Plan;
4. Maintain and submit liquidation reports or statements of expenditures (SOE) on subprojects;
5. Participate in resource management planning and implement strategies to increase collection of local revenues;
6. Coordinate with RPCO regarding fund releases and submission of its corresponding liquidation documents;
7. Prepares and review endorsement to RPCO of financial documents for fund request;
8. Prepare liquidation reports and other financial reports for endorsement to RPCO.

Composition:

Unit Head	:	EDEN B. FRIVALDO , Municipal Treasurer
Asst. Unit Head	:	ROSANNA GATON , Revenue Collection Clerk III
Members	:	JENNIFER GIVERO , GINA CATAMORA

Section 3.7 Procurement Unit. The team shall conduct of the following activities:

1. Preparation of Procurement Plan, Bid Evaluation Report (BER) Review Report and other required financial documents;
2. Prepare procurement documents and other documentary requirements for endorsement to RPCO;



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4. Attend procurement-related activities including coordination meetings, trainings, PSO-RPCO led procurement activities and other related activities;

Composition:

Unit Head	:	RAMON G. GACIS, JR. Municipal Assessor/BAC Chairman
Asst. Unit Head	:	ROMIDA G. NAAG , Records Officer
Members	:	ELIZABETH GARIL , SWA DARRY GILLEGO , Office Clerk

Section 3.8 Monitoring and Evaluation Unit. The M&E Unit shall be responsible of the following:

1. Implements and maintains the Project Management Information System in the municipality ensuring that systems problems are immediately attended to or reported to RPCO;
2. Coordinates all M&E activities in the participating barangays under municipality's jurisdiction;
3. Identify problems and issues which impede program implementation for remedial actions at the municipality level and elevate unresolved issues and problems to the PPMIU for resolution and/or actions;
4. Generates and submits the prescribed M&E reports to RPCO;
5. Provides technical and administrative assistance to review missions of Department of Agriculture – Central office, the World Bank, and other agencies that may undertake such missions.

Composition:

Unit Head	:	DIONEBEL A. FIGUEROA , Municipal Budget Officer
Asst. Unit Head	:	RENATO GARLAN , Administrative Assistant III
Members	:	CHRISTIAN ADLAWAN CHRIS JUSTIN GATON

Section 3.9 Geo-mapping and Governance Unit. The GGU shall be responsible of the following:

1. Coordinate to all other sub-units to see to it that all PPA's are carried out, and is in compliance and aligned with the platform of good governance.
2. Provides necessary information to the MPMIU on the latest news and guidelines in the attainment of public accountability and good governance.
3. Submit reports to the MPMIU Chairman on matters relative to best practices of some LGU's worth replicating for.
4. In charge of geo-mapping / geo-tagging activities.

Composition:

Unit Head	:	JAY E. GALLANO , LDRRMO III
Asst. Unit Head	:	JELYNE AMOR G. CABILI , LDRRMO II
Members	:	ROY DE VERA TRIXIE IRESE P. GALLANOSA

Section 4.0 GAD Unit. The GAD unit shall ensure the GAD issues and concerns are mainstreamed and integrated in the different programs, projects and activities under PRDP.



Republic of the Philippines
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Province of Sorsogon

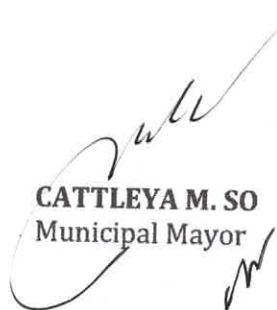
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Unit Head : **CHADY M. CERBITO**
MSWDO
Asst. Unit Head : **MARIBETH PRIMO**
SWO II
Members : **ALMA GAYOLA, SWA**
ENA SAMSON, Office Helper

Section 4. Budget. Necessary fund shall be provided for the operation and maintenance to carry out the smooth implementation and management of the project.

Section 5. Effectivity. The Executive Order shall take effect immediately and will continue until termination of the PRDP or until amended or revoked.

ISSUED this 12nd day of September 2023 at Matnog, Sorsogon.


CATTLEYA M. SO
Municipal Mayor

cc: Hon. Mayor
Honorable Sangguniang Panlalawigan
DILG
All Concerned

September 6, 2023

Engr. JORGE GURIMBAO
District Engineer
Payawin, Gubat, Sorsogon

Dear Sir: