



MUNICIPAL MAYOR OF BAYAMBANG

EXECUTIVE ORDER NO. 42

AMENDMENT TO EXECUTIVE ORDER NO. 28, SERIES OF 2018 FURTHER AMENDING EXECUTIVE ORDER NO. 02, SERIES OF 2017

RECOMPOSITION OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP) – MUNICIPAL PROJECT MANAGEMENT AND IMPLEMENTING UNIT (MPMIU) IN THE MUNICIPALITY OF BAYAMBANG

WHEREAS, the Department of Agriculture (DA) – Philippine Rural Development Project (PRDP) is on its implementing stage;

WHEREAS, the DA-PRDP covers all local government units identified to participate in the implementation of the project and is required to create or strengthen Municipal Project Management and Implementing Units;

WHEREAS, there is a need to organize the Municipal Project Management and Implementing Unit (MPMIU) of the Municipality of Bayambang to be able to be responsive to the requirement and conform with the Program Design of the DA-PRDP;

NOW THEREFORE, I CEZAR T. QUIAMBAO, Municipal Mayor of Bayambang, Pangasinan, by virtue of the powers vested in me by law as Local Chief Executive, do hereby order the recomposition and reorganization of Municipal Project Management and Implementing Unit (MPMIU), to wit:

Chairman : **Dr. CEZAR T. QUIAMBAO**
Municipal Mayor

Vice-Chairman : **HON. RAUL R. SABANGAN**
Municipal Vice Mayor

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

MUNICIPAL PROJECT MANAGEMENT AND IMPLEMENTING UNIT (MPMIU)

HEAD: **ENGR. EDDIE MELICORIO**
Municipal Engineer

ASSISTANT HEAD: **ATTY. RAYMUNDO BAUTISTA JR.**
Chief of Staff/Municipal Legal Officer



MEMBERS:

A. Investment for AFMP at the Local and National levels (I-PLAN) Sub-Unit:

Head: MS. MA-LENE TORIO
OIC-MPDC

Members: ARCHT. JULIUS EARVIN SANTOS
MPDC Staff

MS. ZARAH JANE REDRINO
MPDC Staff

B. Intensified Building-Up of Infrastructure and Logistics for Development (I-BUILD) Sub-Unit:

Head: ENGR. EDDIE A. MELICORIO
Municipal Engineer

Members: ENGR. FELIPE RIVERA, JR.
Engineer II

ARCHT. EMMANUEL LARANANG
Eng'g Staff

ENGR. JAYMARK AUSTRIA
Eng'g Staff

C. Investment for Rural Enterprises for Agricultural, Livestock and Fisheries Productivity (I-REAP) Sub-Unit:

Head: MR. ARTEMIO BUEZON
OIC- Municipal Agriculturist

Members: AGRICULTURE STAFF

D. Finance Sub-Unit

Head: MS. LUISITA DANAN
Municipal Tresurer

Members: MR. PETER CARAGAN
Budget Officer

MS. ERLINDA ALVAREZ
LGU-Internal Auditor

MS. ELSIE DULAY
OIC-Municipal Accountant

E. Procurement Sub-Unit:

Head: ATTY. RAYMUNDO BAUTISTA JR.
Chief of Staff/Municipal Legal Officer

Members: MS. STEPHANY CARAGAN
BAC-Secretary

MS. CHINITA DE VERA
OIC-GSO

MS. ADEA JUNIO
MPDC Staff

F. Monitoring and Evaluation Sub-Unit:

Head: ENGR. FELIPE RIVERA, JR.
Engineer II

Members: ENGR. JOJO DE GUZMAN
Engineer I

MR. LLOYD CATABAY
MPDC Staff

MS. ERLINDA ALVAREZ
OIC-LGU Internal Auditor

G. Social and Environmental Safeguard Sub-Unit:

a) Social Safeguard

Head: MS. LERMA PADAGAS
RHU I & RHU II Head

Members:

DR. PAZ F. VALLO
Municipal Health Officer

DR. ADRIENE A. ESTRADA
Rural Health Physician

MR. CAREEN FERNANDEZ

MR. JOVEN LASQUITE
Assessor Staff

MR. ANGELITO JOSON
MSWDO Staff

PNP/POSO

b) Environmental Safeguard

Head: **MS. GENEVIEVE BENEBE**
MDRRMO

Members: **MS. LUZ CAYABYAB**
ESWMO

MR. ERIC MALICDEM
MDRRMO Staff

H. Geo-Mapping and Governance Sub-Unit:

Head: **MS. ANNIE DE LEON**
Municipal Assessor

Members: **ENGR. JOJO DE GUZMAN**
Engineer I

MR. JOVEN LASQUITE
Assessor Staff

MR. CAREEN FERNANDEZ
Assessor Staff

MR. EDUARDO YUSILON
MPDC Staff

I. INFOACE Sub-Unit:

Head: **MR. ISMAEL MALICDEM**
Municipal Civil Registrar Officer

Members: **MR. RAFAEL SAYGO**
OIC-Tourism Officer

MR. RESTY ODON
PIO Staff

Section 2. Responsibilities of the MPMIU: The MPMIU shall perform the following duties and functions:

1. Assist in the Social Assessment of the municipality;
2. Manage the overall program implementation;
3. Provide Assistance to the program implementers at the barangay level;
4. Provide implementation report support to BLGUs and POs;
5. Provide capacity building support to BLGUs
6. Serve as the program facilitator and coordinator;
7. Conduct assessment of implementation, meeting and workshops with BLGUs and POs;
and
8. Prepare and submit program reports at RPCO and PPMIU.

A. The Investment for AFMP Planning at the local and national levels (I-PLAN) Unit.

Compromising of staff from the Municipal Planning and Development Office, the I-PLAN Unit shall exercise the following duties and functions to wait:

1. In coordination with the RPCO and PPMIU, provide overall management of I-PLAN activities in the municipality;
2. Prepare the sub-project proposals coming from the PLGU/MLGUs with respect to the Municipality Commodity Investment Plan (MCIP) using the value chain approach;
3. Study capability building requirements as basis for capability program and a MCIP.
4. In collaboration with RPCO and PPMIU, facilitate capability assistance to stakeholders in the municipality in improving extension service delivery systems and local governance systems and mechanisms;
5. Coordinate the delivery of technical assistance to BLGUs and POs in strengthening their capabilities in planning, implementation, operation and maintenance, monitoring and evaluation of AFMP and the MCIP.
6. Assist the MPDO in integrating the MLGUs' Poverty Reduction Plan, Women Development Plan, AFMP, and IPDP and plans for other vulnerable groups into the Comprehensive Provincial Development Plan;
7. Ensure the local development plans i.e. agribusiness plan are prepared through participatory approach and in harmony with the regional and national plans;

8. Coordinate all M&E activities under the jurisdiction of the municipality;
9. Implement and maintain the Program Monitoring Information System in the municipality ensuring that systems problems are immediately attended to or reported to RPCO/PPMIU;
10. Identify problems and issues which impede program implementation for remedial actions at the municipal level and elevate unresolved issues and problems to the PPMIU and RPCO for resolution or action;
11. Generate and submit the prescribed municipal reports to the PPMIU and RPCO;
12. Ensure that all completed data capture forms and file copies of municipal consolidation reports are properly kept for ready reference.
13. Submit reports to PPMIU and RPCO;
14. Attend all PRDP M&E training for the MPMIU;
15. Provide technical advisory services to MPMIUs on areas pertaining to the project's M&E system;
16. Provide technical and administrative assistance to review missions of DA Central Office, the World Bank or other agencies that may undertake such missions; and
17. Provide other forms of assistance that may be requested by the RPCO through the Municipal Mayor, from time to time.

B. The Intensified Building-Up of Infrastructure & Logistics for Development (I-BUILD) Sub- Unit

1. Assist the MLGU in the prioritization, feasibility study and detailed engineering preparation, procurement, contract administration and construction supervision of infrastructure subprojects;
2. In tandem with the RPCO, evaluate and validate infrastructure subproject proposals of the MLGU;
3. Prepare FSDE of subprojects and coordinate with the RPCO-I-BUILD Unit regarding infrastructure development and other infrastructure related concerns;
4. Review detailed engineering designs, program of works, feasibility studies, and bid documents submitted by the MLGUs;
5. Facilitate/assist the Bids and Awards Committee (BAC) in the infrastructure subproject procurement processes;
6. Prepare and submit reports for RI Component to the MPMIU Head.

C. The Investment for Rural Enterprises for Agricultural, Livestock and Fisheries Productivity (I-REAP) Sub-Unit

1. Provide/facilitate enhancement of extension delivery system and provision of market support/facility to the Peoples Organizations (PO)-beneficiaries through the MPMIU I-REAP Unit;
2. Coordinate with the PLGU/MLGU – Finance Unit for the timely deposit of the annual required counterpart funds and release of funds for the implementation of approved subprojects;
3. Assist AFMP integration into the Local Development Plans;
4. Assist the Regional Project Advisory Board (RPAB) in prioritizing and evaluating subprojects;

5. Collaborates with the Provincial and Municipal planning team the establishment of priority production zones using the PCIP and value chain approach for the development of agri-business;
6. Establishes collaborative mechanisms with other support institutions that will technically assist in the smooth implementation of the project; and
7. Prepares and submits reports to the MPMIU Head.

D. The Finance Sub-Unit. Comprising of staff from the Municipal Budget Office, Municipal Accounting Office, and Municipal Treasury Office and headed by the Municipal Treasurer, the Unit shall be responsible for the financial aspect of the Program and specifically, shall perform the following duties and functions;

1. Prepare Work and Financial Plans of participating MLGU;
2. Manages and funds for the Projects and subprojects at the municipal level;
3. Maintain and submit liquidation reports or statements of expenditures (SOE) on Community subprojects;
4. Participates in resource management planning and implements strategies in increasing collection of local revenues;
5. Participates in enhancing local governance systems and mechanisms in areas of financial management, procurement and audit; and
6. Render/submit Annual Performance Report and other related documents on the actual MLGU local revenue collection/ MLGU governance reforms.

E. The Procurement Sub-Unit. Comprising of staff involved with the Municipal Bids and Awards committee and headed by the Technical Working Group Chair, the Unit shall perform the following duties and functions:

1. Prepares and submit the Procurement Plan containing the sub projects to be implemented by the MLGU;
2. Reviews the procurement of goods and works of the PRDP being implemented by the MLGU;
3. Conducts & initiate the procurement of works and goods of sub projects covered under the PRDP; and
4. Submits reports to the MPMIU head on matters relating to the procurement

F. The Monitoring and Evaluation (M & E) Sub-Unit

1. Coordinates all M & E activities in the participating municipalities under the jurisdiction of the municipality;
2. Implements and maintains the Project Monitoring Information System in the LGU ensuring that systems problems are immediately attended to or reported to RPCO;
3. Identify problems and issues which impede Project implementation for remedial actions at the LGU level and elevate unresolved issues and problems to the RPCO for resolution/ or action;
4. Generates and submits the prescribed LGU reports to RPCO;
5. Ensures that all completed data capture forms and file copies of LGU consolidation reports are properly kept for ready reference;
6. Validates reports submitted by the MPMIUs;

7. Conducts all PRDP M & E training for the MPMIUs under its jurisdiction;
8. Provides technical advisory services to MPMIUs on areas pertaining to the Project's M & E system;
9. Provides technical and administrative assistance to review missions of DA Central Office, the World Bank and other agencies that may undertake such missions; and
10. Provides other forms of assistance that may be requested by the RPCO through the LGU Mayor, from time to time.

G. The Social and Environmental Safeguard (SES) Sub-Unit.

Comprising of staff from the Municipal Environment and Natural Resources Office, Municipal Agriculture Office, Municipal Social Welfare and Development Office and the Municipal Assessor's Office, the Sub-unit 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, to 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 other MPMIU units, provide technical assistance to the participating municipalities in the compliance of the same whenever the program required;

H. The Geo-Mapping and Governance Sub-Unit. Responsible in the Geo-Mapping and Geo-Tagging activities covering proposed sub-projects under infrastructure and enterprise development component of the project.

I. The Information, Education, Advocacy and Communication Sub-Unit. Under the supervision of the Office of the Mayor, and with the assistance of concerned officers, the assistance of concerned offices, the IEAC shall perform the following duties and functions:

1. Mainstream the RPDP IEAC activities into the regular plans for the municipal;
2. Spearhead the conduct of a municipal-wide information, education, advocacy and communication planning and execution;
3. Work and interface with the program components in order to determine the IEAC respondents/ recurring needs of the components;
4. Lead in the execution of the Municipal IEAC Plan;
5. Provide feedback to the Regional/Provincial Information, Education, Advocacy and Communication Unit for possible revision and/or improvement;
6. Spearhead in the documentation of best practices, successful projects implementation at the municipal level;
7. Spearhead on the publication and dissemination accomplishments; and
8. Establish and maintain media relations.

Section 3. Operation and Maintenance. For its operation and maintenance and as deemed necessary to carry out the smooth implementation and management of the Program, the municipal administration shall:

1. Provide the MPMIU with the office space, equipment and support vehicle; and
2. Allocate fund for its office operational requirements.

Section 4. Effectivity. This Executive Order shall take effect immediately and will continue until termination of the PRDP or until amended or revoked.

Done this 13th day of September, 2018 in the Municipality of Bayambang, Province of Pangasinan.



[Handwritten signature in blue ink]
DR. CEZAR T. QUIAMBAO
Municipal Mayor