Hon. Cielo Krisel B. Lagman
City Mayor

EXECUTIVE ORDER NO. 019-A SERIES OF 2024

AN EXECUTIVE ORDER RE-ORGANIZING THE CITY PROJECT MANAGEMENT IMPLEMENTATION UNIT (CPMIU) OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP) IN THE CITY OF TABACO FOR THE CONSTRUCTION OF CITY SLAUGHTERHOUSE

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 City of Tabaco recognizes the importance of the program to attain economic growth and improvement in the standard of living especially at the level of farm households;

WHEREAS, the project's development approach is similar to the City Economic Zone Project, a banner program of the City that anchors its development strategy on its resource strengths and potential on which the province generally enjoys a 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, CIELO KRISEL BURCE LAGMAN, City Mayor of Tabaco City, by virtue of the powers vested in me by law, do hereby order the Creation of the City Project Management and Implementation Unit (CPMIU) as follows:

SECTION 1. COMPOSITION. The PRDP-CPMIU shall be composed of the following:

Chairman:	Cielo Krisel B. Lagman, City Mayor
Vice Chairman:	Nestor T. San Pablo, City Vice Mayor

SECTION 2. DUTIES AND FUNCTION. The CPMIU shall perform the following:

a. Ensure that the roles and responsibilities of each personnel are being performed, and that required outputs of project components are delivered as stated in the Memorandum of Agreements, and

b. 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** composition and functions.

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

1. In coordination with PPMIU, provides overall management of I-PLAN activities in the City;
2. Assesses the sub-project proposals coming from the People's Organization concerning the Provincial Commodity Investment Plan (PCIP) using the value-chain approach (VCA);
3. Assesses the capability-building requirements of the participating barangay People's Organization as the basis for capability programs and prepares the City Commodity Investment Plan (CCIP);
4. In collaboration with the PPMIU, facilities capability assists stakeholders in the Province in improving the extension service delivery system and local governance systems and mechanisms;
5. Coordinates the delivery of technical assistance to BLGUs and People's Organizations in strengthening their capabilities in planning implementation, operation, maintenance, monitoring, and evaluation of AFMP and the CCIP
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 a participatory approach and in harmony with the provincial and regional plans; and
8. Prepares and submits reports to the CPMIU Head.

COMPOSITION:

Unit Head:	Engr. Myla B. Broncano, OIC - CPDO
Asst. Unit Head:	Arch. Franco B. Bite, City Architect
Members:	Engr. Maria Ailene C. Bombon, City Agriculturist
	Engr. Roland B. Garcia, OIC-GSO
	Rafael C. Kallos, Ph.D., City Treasurer
	Muriel Imperial, City Assessor Officer
	Sherry A. Trilles, City Budget Officer

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 the Work and Financial Plan and other reports on the status of subprojects to the CPMIU head.

COMPOSITION:

Unit Head:	Engr. Dindo Bongalosa, OIC-City Engineering Office
Asst. Unit Head:	Engr. Roland B. Garcia, OIC-GSO
Members:	Arch. Franco B. Bite, City Architect
	Engr. Agnes Romina B. Cabrera, Engineer II
	Zernan Z. Serrano, PDO III
	Arch. Randy M. Burce, Housing & Homesite Regulation Officer V

Engr. Mark Ryan Cadag, Engineer I
Engr. Mark Anthony Belgica, Engineer I
Engr. Mark Owen Flores, Engineer I
Nathan Casaul, COS
Pedirito Borlagdan, Admin Off. IV

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, and validation of the proposed enterprise
2. Prepare and finalize business plans
3. Attend a series of workshops in the preparation, finalization, and approval of enterprise;
4. Analyze market trends, industry situations, and market potentials of priority commodities;
5. Propose capability-building activities (training 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:

Unit Head:	Engr. Maria Ailene C. Bombon, City Agriculturist
Asst. Unit	Head: Engr. Kim Ronan C. Romero, Agricultural Technologist I
Members:	Engr. Arjay Francis O. Conde, Agricultural Technologist I
	Jonel P. Arcos, Slaughterhouse Master I
	Jose Ernesto Ros, Utility Worker I

Section 3.4 Social and Environmental Safeguards (SES), ensure the compliance he/she 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 City Environment and Natural Resources Officer (CENRO).

A. Social and Environmental Safeguards

1. It shall carry out 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, according 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 CPMIU, 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 Appraisal and Review of Feasibility Studies, Detailed Engineering Designs, and Business Plans to check compliance with Social and Environmental Management Framework and Guidelines;

4. Coordinates with the concerned M&E Unit on the status of I-BUILD, and 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 the status of compliance with the environmental safeguards policy;

COMPOSITION:

Unit Head:	Reynold P. Martirez, CENRO
Asst. Unit Head:	Engr. Ailene C. Bombon, City Agriculturist
Members:	Engr. Kim Ronan C. Romero, Agricultural Technologist I
	Muriel Imperial, City Assessor
	Tirso L. Balasta Jr., Local Assessment Operation Office II
	Zernan Z. Serrano, PDO II
	Jonel P. Arcos, Slaughterhouse Master I
	Jose Ernesto Ros- Utility Worker I

B. Grievance Redress Mechanism

1. The LGU through the GRM Unit together with the Project Support Offices (PSO), and 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 and 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 households or groups of households wishing to provide feedback or complaints about the effects of PRDP activities on their property, production system, economic well-being, spiritual life, or environment quality.
5. The GRM Unit shall keep records of feedback and complaints in the registry.
6. In case of complaints the GRM Unit will assess the validity of the grievance. If evaluated as valid, within 10 days from the date the complaint is received, the GRM 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 a copy of the Complaint Form signed by the complainant/ head of household, the Mayor annotated at each stage of the process by the LGU to the concerned RPCO.

COMPOSITION:

Unit Head:	Atty. Jovito B. Coderes Jr., City Legal Officer
Asst. Unit Head:	Muriel Imperial, City Assessor
Members:	Engr. Maria Ailene C. Bombon, City Agriculturist
	Reynold P. Martirez, CENRO
	Melissa B. Biron, Supply Officer I

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:	Rafael Kallos Ph.D., City Treasurer
Asst. Unit Head:	Sherry A. Trilles, City Budget Officer
Members:	Evangelina S. Borito, City Accountant
	Jose H. Bechayda, Local Treasury Operations Officer II

Section 3.6 Finance Unit. Shall be accountable for providing 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 funds;
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 the 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:	Sherry A. Trilles, City Budget Officer
Asst. Unit Head:	Evangelina S. Borito, City Accountant
Members:	Rafael C. Kallos Ph.D., City Treasurer
	Jose H. Bechayda, Local Treasury Operations Officer

Section 3.7 Procurement Unit. The team shall conduct 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;
3. Preparation of reports of the procurement unit;
4. Attend procurement-related activities including coordination meetings, training, PSORPCO-led procurement activities, and other related activities;

COMPOSITION:

Unit Head:	Atty. Jovito B. Coderes Jr., City Legal Officer
Asst. Unit Head:	Ricardo B. Arjona, BAC Vice Chairman
Members:	Arch. Franco B. Bite, City Architect
	Sherry A. Trilles, City Budget Officer
	Engr. Dindo B. Bongalosa, OIC- City Engineering Office

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

1. Implements and maintains the Project Management Information System in the City ensuring that systems problems are immediately attended to or reported to RPCO;
2. Coordinates all M&E activities in the participating barangays under the City's jurisdiction;
3. Identify problems and issues that impede program implementation for remedial actions at the City 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 the Department of Agriculture – Central office, the World Bank, and other agencies that may undertake such missions.

COMPOSITION:

Unit Head:	Evangelina S. Borito, City Accountant
Asst. Unit Head:	Engr. Maria Ailene C. Bombon, City Agriculturist
Members:	Muriel Imperial, City Assessor
	Engr. Dindo B. Bongalosa, OIC-City Engineering Office
	Roland B. Garcia, OIC-GSO
	Arch. Franco B. Bite, City Architect
	Engr. Myla B. Broncano, OIC-CPDO
	Engr. Mark Ryan Cadag, Engineer I

Section 3.9 Geomapping and Governance Unit. The GGU shall be responsible for the following:

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

COMPOSITION:

Unit Head:	Arch. Randy M. Burce, Housing & Homesite Regulation Officer V
Asst. Unit Head:	Tirso L. Balasta Jr., Local Assessment Operation Office II
Members:	Antonio B. Cabais, Admin Aide III
	Elvi B. Brutas, Draftsman I
	Leo Angelo Bataller, Draftsman II
	Juan Cope, Utility Worker I

Section 3.10 GAD Unit. The GAD unit shall ensure the GAD issues and concerns are mainstreamed and integrated into the different programs, projects, and activities under PRDP.

COMPOSITION:

Unit Head:	Kristine Dela Cruz, GAD Focal Person
Asst. Unit Head:	Jennifer R. Mayo, SWO III
Members:	Ma. Jodelma M. Cano, SWO III

Section 4. Budget. The necessary funds 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 the termination of the PRDP or until amended or revoked.

ISSUED this 27th day of Feb. 2024 in Tabaco City, Albay.

CIELO KRISEL BURCE LAGMAN
City Mayor