



Office of the Municipal Mayor

Telephone No. (074) 423-0818 / Fax Number: (074)442-3526

Email Address: vic.palangdan@gmail.com

ADMINISTRATIVE ORDER NO. 24
Series of 2015

CONSTITUTING THE COMMUNITY BASED MONITORING SYSTEM-TECHNICAL WORKING GROUP (CBMS-TWG) AND ITS SUPPORT STAFF FOR THE MUNICIPALITY, DEFINING THEIR RESPECTIVE FUNCTIONS, AND FOR OTHER PURPOSES.

WHEREAS, the Local Government Unit of Itogon, in coordination with the Provincial Government of Benguet and the Department of the Interior and Local Government has adopted CBMS as a tool for poverty diagnosis, planning and program implementation, and in monitoring the MDG progress at the local level with the end view of improving governance and enhancing transparency and accountability in the allocation of local resources;

WHEREAS, there is a need to create a body that will oversee the progress of the implementation of CBMS and to adopt measures and strategies to ensure strict observance of the timelines set forth under applicable guidelines, circulars and agreements to warrant the reliability and validity of all data;

NOW THEREFORE, by virtue of the powers vested in me, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby ordain as follows:

Section 1. CBMS –TWG Composition. There is hereby created a Community Based Monitoring System-Technical Working Group (CBMS-TWG), the composition of which shall be as follows:

CBMS-TWG Head:

ENGR. IMELDA F. NUGUID *10/06/15*
MPDC

MEMBERS:

MS. GRACE O. POCSOL *10/06/15*
MSWDO

OLIVER P. GUADANA, MD. *10/06/15*
Municipal Health Officer

MR. ROGER CATAYAO
Agricultural Technologist I

ENGR. CYRIL L. BATCAGAN *10/06/15*
MDRRM Officer III

ENGR. BENIGNO B. APIDOS
Sr. Environmental Management
Specialist

Section 2. Functions of the CBMS-TWG. The CBMS-TWG shall take the lead in the over-all implementation of the Community Based Monitoring System and all other related activities. As such, it shall undertake the following tasks:

1. Preparatory Tasks:

- a. Identification of enumerators, field coordinators and field editors;
- b. Register all devices in the CBMS Portal;
- c. Generate and furnish usernames/workgroups of Field Editor, Field Coordinator and enumerator;
- d. Perform all other preparatory tasks for both SCAN and PORTAL , such as installation and form downloading;
- e. Undertake overall coordination of CBMS implementation in the municipality.

2. Census Proper:

- a. Ensure the timely and efficient distribution of census materials and devices/tablets;
- b. Assist the Field Coordinator and the Field Editor whenever a problem arises in their assigned locations;
- c. Monitor the performance and coordination done by the Field Coordinator with their Field Editor and Enumerator with the aid of portal;
- d. Provide logistical support to the Field Coordinator in the conduct of regular field visits;
- e. Prepare summary reports on the progress of data collection on a daily basis;
- f. Double check the accomplishments of the HPQs and perform random checking.

3. Post Census:

- a. Download all data from the workgroup;
- b. Consolidate all submitted finalized data.

Section 3. CBMS Support Staff. There is also hereby created a CBMS Support Staff whose composition and functions are as hereunder provided.

CBMS Support Staff:

MR. PABLO L. CORNEL
MS. CINDY LOIS L. FERNANDEZ
MS. SHARON W. BAROA
MS. JUSTENE S. JULIANO

DUTIES AND FUNCTIONS:

1. Assign target areas for each Enumerator and plan a systematic way for enumerators to interview households by determining the organization of neighbors based on spot maps;
2. Directly coordinate the enumerators in the field and ensure that data collection procedure are followed;
3. Coordinate with barangay officials on the progress of data collection activities;
4. Monitor the progress of CBMS data collection operations at their designated barangays using the monitoring form;

5. Coordinate with the CBMS-TWG to monitor the progress of data collection activities;
6. Maintain the integrity of devices; and
7. Consolidate all the submitted and finalized data.

Section 4. *Repealing Clause.* All Administrative Orders and/or Issuances inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

Section 5. *Effectivity.* This Administrative Order shall take effect immediately.

DONE this 5th day of October, 2015 at Itogon, Benguet.



ATTY. VICTORIO T. PALANGDAN
Municipal Mayor