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Republic of the Philippines  
Province of Benguet  
Municipality of Itogon  
**Office of the Municipal Mayor**  
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**ADMINISTRATIVE ORDER NO. 19**  
Series of 2019

**REORGANIZING THE PROJECT MONITORING COMMITTEE OF THE LOCAL GOVERNMENT OF ITOGON, BENGUET.**

**WHEREAS**, in accordance with Executive Order No. 376, as amended by Executive Order No. 93, series of 1993, the Department of the Interior and Local Government issued Memorandum Circular No. 2004-78 enjoining all provinces, cities and municipalities to establish their respective project monitoring committees, expanding further their monitoring responsibilities to include foreign and nationally funded projects, development projects funded from the IRA share of the LGU and locally-generated projects which are implemented within their respective areas;

**WHEREAS**, project monitoring is an essential component of planning it, being a valuable source of inputs during budgeting and programming stages thus maximizing the utilization of meager resources and protecting local investments for local development;

**NOW THEREFORE**, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet, I, **ATTY. VICTORIO T. PALANGDAN**, hereby reorganize the Project Monitoring Committee of the Local Government of itogon, to wit:

**Section 1.** The composition of the Project Monitoring Committee shall be as follows:

CHAIRPERSON: ATTY. FARIDA S. ROMILLO-MATEO *- ju d 8-15-19*  
Municipal Accountant

VICE CHAIRPERSON: HON. NOEL D. BIBILBI *- 8/15/19*  
Liga President

MEMBERS: MS. CHERYL ROSE F. CARDENAS *- gw 8/15/19*  
MLGOO

ENGR. CHARLIE M. GAYASCO  
Municipal Engineer

ENGR. IMELDA F. NUGUID *- ofc 8/15/19*  
MPDC

The Punong Barangay or the School Head as the case may be of the barangay or school where such project is located. *to be sent thru mail*

Two (2) CSO Representatives to be chosen from a pool of municipal accredited CSOs. *for identification as of 8/15*

*Received. 8/15/2019*  
*POBLACION*

OFFICE OF THE MUN. ENGR.  
PROVINCE OF BENGUET  
ITOGON

**RECEIVED**  
DATE: 8/15/2019  
TIME: 8:15 AM  
BY: *[Signature]*

**Section 2. Support Unit.** There is hereby created a Support Unit to assist the Project Monitoring Committee in the conduct of monitoring activities, preparation of monitoring reports and such other related functions. It shall be composed of the following:

*[Handwritten mark]*



HON. ROMEO J. POCING, IPMR - 8-15-19  
ENGR. CYRIL L. BATCAGAN, MDRRMO - fac. - 08/15/2019  
MR. JOSE A. YAMOTO JR., Mayor's Office  
MR. MARTES APOS, Accounting Office - 08-15-19  
MR. GERLANDO C. LICTAG, MPDO Staff  
MR. PABLO L. CORNEL JR., MPDO Staff (alternate)  
MR. FERINO L. VELASCO, MEO Staff - 08/15/19  
MR. FRANCISCO C. MARTIN, MEO Staff (alternate) - 08-15-19

*Provided further*, that to facilitate monitoring of on-going projects, the PMC and its support staff may be divided into groups for purposes of conducting simultaneous monitoring. As the need arises, they may call on other personnel for technical support and assistance during project monitoring.

**Section 3. Functions of the PMC.** The PMC shall perform the following functions;

1. To monitor, evaluate and determine the progress of project implementation and to ensure contractor's adherence to the duly approved project implementation standards and specifications as set forth and specified in the approved project program of works, plans and design. *Provided further*, that upon commencement thereof, and within the construction stage, the PMC as a whole or through its designated members shall conduct frequent monitoring, evaluation and inspection of ALL public infrastructure projects regardless of funding source. For this purpose, the PMC shall secure from the BAC Secretariat copies of the Notice to Proceed issued by the Local Chief Executive. *Provided further* that any unauthorized deviation or variations from the original program of works, plans and specifications of a certain project observed during construction stage shall be reported immediately by the PMC to the Local Chief Executive, furnishing copies thereof to the implementing office and to the contractor concerned.
2. To participate in the final inspection of completed projects as scheduled by the Implementing Office however, in case of conflicting schedules and/or prior commitments of some of its members, other members who are available shall participate in said inspection.
3. To submit a project monitoring report to the Local Chief Executive immediately after its on-site/actual project monitoring, evaluation and assessment. *Provided finally* that only PMC members who were present during the final inspection of any infrastructure project shall be the signatory to the PMC Final Inspection Report, duly noted by the PMC Chairperson or its Vice Chairman in the absence of the former.
4. Perform other related functions as may be directed by proper authorities.

**Section 4. Repealing Clause.** All Administrative Orders or parts thereof inconsistent with this Administrative Order or parts hereof are deemed repealed or modified accordingly.

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

DONE this 14<sup>th</sup> day of August, 2019 at Itogon, Benguet

ATTY. VICTORIO T. PALANGDAN  
Municipal Mayor