



ADMINISTRATIVE ORDER NO. 25
Series of 2022

DESIGNATING THE MEMBERS OF THE SUPPORT UNIT OF THE PROJECT MONITORING COMMITTEE, DEFINING ITS FUNCTIONS AND FOR OTHER RELATED PURPOSES.

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;

WHEREAS, the Local Chief Executive issued Executive Order No. 09, series of 2022 reorganizing the Project Monitoring Committee in accordance with Executive Order No. 376, as amended by Executive Order No. 93, series of 1993 and subsequent issuances by the Department of the Interior and Local Government;

WHEREAS, section 4 of Executive Order No. 9, series of 2022 provides for the creation of a Support Unit to assist the Project Monitoring Committee in the execution of its monitoring functions;

NOW THEREFORE, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet, I, **BERNARD S. WACLIN**, hereby designate the members of the SUPPORT UNIT of the Project Monitoring Committee of the Local Government of Itogon, to wit:

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

UNIT HEAD: HON. CESAR D. ALTIGA, Chairman, S.B. Comm. On Infra.
MEMBERS: ENGR. CYRIL L. BATCAGAN, MDRRMO
MR. JOSE A. YAMOTO JR., Mayor's Office
MR. MARIENITO D. LISAYEN, Mayor's Office
MS. JEAN MARIE E. LIZARDO, Accounting Office
MR. GERLANDO C. LICTAG, MPDO Staff
MR. PABLO L. CORNEL JR., MPDO Staff
MR. PABLO VIC LARON, MPDO Staff
MR. FERINO L. VELASCO, MEO Staff
MR. FRANCISCO C. MARTIN, MEO Staff
The Project-in-Charge of the implementing office for the project to be inspected

Provided however, that the MPDC and/or the Head of Implementing Office may designate any of their technical staffs not included in the above as alternate members of the personnel under their office or as an augmentation force in the event that the number of projects to be monitored require additional manpower.

Section 2. Functions. The PMC Support Unit shall perform the following functions;

1. Shall assist the PMC in the conduct of on-site monitoring of all on-going civil works projects in all stages thereof to assess the progress of project implementation and to determine the contractor's compliance with the conditions of the contract as to its approved project designs, plans and specifications;
2. Shall secure from the BAC Secretariat copies of the Notice to Proceed issued by the Head of Procuring Entity and thereafter, shall coordinate with the project in-charge and the concerned contractor for purposes of

Copy furnished.

- All concerned
- The PMC members
- The Municipal Engineer
- The MPDC
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