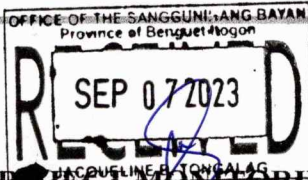




Republic of the Philippines
 Province of Benguet
 Municipality of Itogon
Office of the Municipal Mayor
 Email Address: mayorsofficeitogon@gmail.com
 Mobile No. 09393268022



EXECUTIVE ORDER NO. 21
 Series of 2023

REORGANIZING THE MUNICIPAL PROJECT MONITORING COMMITTEE OF THE LOCAL GOVERNMENT OF ITOGON.

WHEREAS, Executive Order No. 376, as amended by Executive Order No. 93 series of 1993 established the Regional Project Monitoring Committee and Evaluation System as an institutional mechanism for monitoring and evaluating projects at the national, regional, provincial, city and municipal levels;

WHEREAS, consistent with the devolution of powers of local government units as provided by the Local Government Code of 1991, the Department of the Interior and Local Government issued Memorandum Circular No. 2004-78 and other subsequent issuances to facilitate the organization and reconstitution of Project Monitoring Committees at the local levels nationwide to ensure transparency and accountability in the implementation of local development projects and programs;

WHEREAS, the DILG issued Memorandum Circular No. 2019-188 to enjoin all local government officials to organize Local PMCs in their respective areas of jurisdiction if not yet established, or to reconstitute the same if already existing, and to inform LPMCs of their functions and responsibilities;

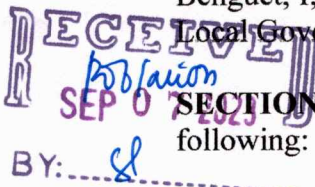
WHEREAS, project monitoring is an essential component of planning it, being a valuable source of inputs during budgeting and programming states thus maximizing the utilization of meager resources and protecting local investments for local development;

WHEREAS, for an efficient and effective project monitoring, the Municipal Development Council adopted MDC Resolution No.21, series of 2023, expanding the membership of the Project Monitoring Committee, reiterating MDC recommendation to that effect as embodied under its Resolution No.1, series of 2023;

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

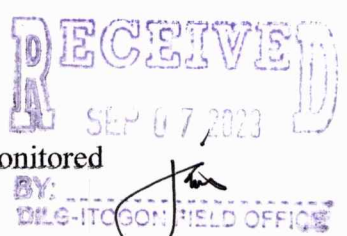
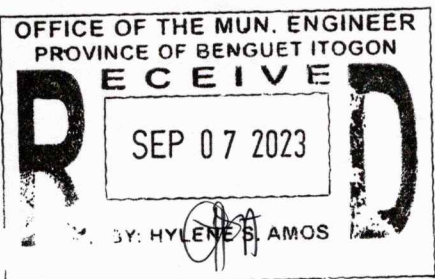
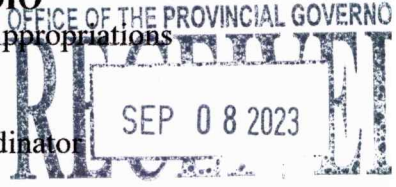


TIME: 27/8/23
 BY: [Signature]




SECTION 1. The Municipal Project Monitoring Committee of Itogon shall be composed of the following:

- Chairperson : **Hon. DANTE ALAIN XAVIER D. GODIO**
 Vice Mayor & Chairman, Committee on Appropriations
- Co-chairperson : **Engr. IMELDA F. NUGUID**
 Municipal Planning & Development Coordinator
- Members : **HON. CESAR A. ALTIGA**
 SB Member & Chairman, Committee on Public Infrastructure
- : **Engr. MICHELLE A. BUSACAY**
 Municipal Engineer
- : Project-in-charge of the project to be monitored
- : **JUDY ANN D. LACMAAN**
 Administrative Assistant V, MPDO



VIRAC - 09/17/23

TUDING - 09/07/23 - 

: **MARIENITO D. LISAYEN**
Executive Assistant

: **REX P. BALBALIN**
Zoning Officer II

: **GERLANDO C. LICTAG**
Draftsman II

: The Punong Barangay having jurisdiction over the area where the project to be inspected is located.

: **MR. JULIUS T. DAGUPEN JR.**
CSO Representative

: **MR. JULIUS LIGAWEN**
CSO Representative

: **MS. JULIE C. MALIG**
DILG, MLGOO

: **ROMEO J. POCDING**
Office of the Congressman Representative

SECTION 2. Roles and Responsibilities of the Municipal PMC. In accordance with item 5.3.1.1 of DILG MC No. 2019-188, the PMC shall perform the following primary functions:

1. Provide the list and schedule of all projects to be monitored to CSOs involved in project monitoring;
2. Collect and processes reports of implementers and NGO monitors on the status of project implementation for the information of the LDC and higher-level PMC;
3. Determine problems related to the implementation of programs and projects and verify information to be submitted for analysis and action of the LDC
4. Provide feedback on the remedial actions of the LDC and follow-up implementation;
5. Prepare and disseminate periodic project monitoring report on the status of project implementation to the Regional PMC; and
6. Elevate to higher level bodies such as NPMC and RPMC issues and problems which are not resolved at the Local PMC level.

In addition to the foregoing, the Project Monitoring Committee shall also perform the following:

1. Conduct of on-site monitoring of all on-going civil works in all stages thereof to assess the progress of project implementation and to determine the contractors' compliance as to its approved designs, plans and specifications;
2. Secure from the Records Officer of the Mayor's Office copies of the Notice to Proceed issued by the Head of the Procuring Entity and thereafter through the secretariat, shall coordinate with the Project In-Charge and the concerned contractor for purposes of monitoring the commencement activities such as lay-outting, staking, ground preparation, and the like;
3. Notify the Implementing Office and the Local Chief Executive of any unauthorized deviation or variations from the original program of works, plans and specifications of a certain project observed during the monitoring;

4. To monitor, evaluate, and determine the contractor's compliance with the terms and conditions stipulated in the contract as well as the approved specifications, designs, and standards;
5. To recommend to the Local Chief Executive to deduct from the final billing of the project on items under the program of works that were not done by the contractor or non-compliance to the terms and conditions stipulated in the contract for the procurement of goods and services;
6. To submit a project monitoring report to the Local Chief Executive after its final inspection signed by the PMC who was present during the final inspection;

SECTION 3. Secretariat and its functions. To provide administrative support to the committee, a secretariat is hereby created whose composition and functions are as follows:

Head Secretariat	:	ANA FE G. DIWAS
Members	:	NESTOR S. CAMADO JR.
	:	JENNILOMS JOHANA T. COMISING

Functions:

1. Prepare the Monitoring and Evaluation work program to be undertaken by the PMC during any given fiscal year which will include the list of the projects and schedules of implementation based on submission of implementing agencies/offices;
2. Prepare and issue notice of meetings to the PMC members and keep a record of all minutes of its proceedings and/or discussion;
3. Prepare the final Monitoring and Evaluation work program to be signed by the PMC members who were present during the final inspection;
4. Prepare the list and schedule of all projects to be monitored by the PMC;
5. Provide the Local Chief Executive with information on the projects to be monitored by the PMC; and
6. Facilitate inter-agency, inter-governmental, and field headquarters coordination if necessary.

SECTION 4. Repealing Clause. Executive Order No. 02 S. 2022 is hereby amended. All other Orders inconsistent with this Executive Order or parts hereof are hereby repealed or modified accordingly.

SECTION 5. Effectivity. This Executive Order shall take effect immediately.

DONE this 7th day of September 2023 at Itogon, Benguet.

HON. BERNARDO S. WACLIN
Municipal Mayor

Copy furnished:

- All concerned
- Sangguniang Bayan
- DILG-Benguet
- DILG-MLGOO
- Office of the Governor
- File