



Republic of the Philippines
Province of Benguet
Municipality of Itogon

Office of the Municipal Mayor

Cellular Phone No.: 0908-888-2010

Email Address: miropolitokhodio@yahoo.com / AgroRiver@hotmail.com



FILE

By: Administrative No. 12-17
Series of 2012 06/07/12

AN ADMINISTRATIVE ORDER CREATING THE LGU PCF PROJECT IMPLEMENTATION TEAM

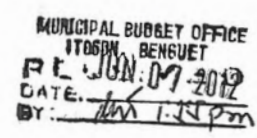
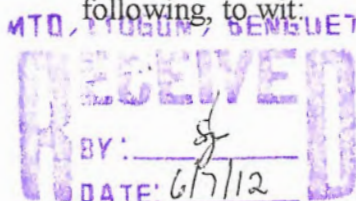
WHEREAS, the Municipality of Itogon is one among the eligible LGU's for the 2nd Tranche 2012 Performance Challenge Fund Subsidy in the amount of one million pesos intended for 1st income class municipalities ranked according to poverty incidence per 2003 NSCB Small Area Estimates Survey which passed the 2011 Seal of Good Housekeeping Assessment Round 2;

WHEREAS, the eligible LGU's for said award as per DILG Memorandum Circular No. 2012-68 dated April 13, 2012 are required to submit complete documentary requirements to the DILG through the DILG Regional Office and one of which is the creation of the LGU PCF Project Implementation Unit/Team which has the following functions and duties (ref: same DILG herein referred to):

1. To submit to the DILG Regional Office through channel the following reports within 5 days of the ensuing month or quarter:
 - a. Monthly Physical and Financial Accomplishment Report for projects with six (6) months implementation period.
 - b. Quarterly Physical and financial Accomplishment Report for projects with more than six (6) months.
2. In projects involving procurement of goods and services (e.g. motor vehicles/ equipment), submit within 15 calendar days the Physical and Financial Accomplishment Report audited and certified by the local COA Auditor.
3. To submit within 15 calendar days, project completion Report, for completed projects, supported with pictorials (with video documentation, if possible) accompanied with the following documents:
 - a. Certificate of completion
 - b. Certificate of Acceptance (if the project is By contract)
 - c. Report of disbursement audited and certified by the local COA Auditor
4. Post in conspicuous places within public buildings (in front of the Municipal Hall / public library/market, website, etc) the monthly/quarterly progress of project implementation, completed projects including disbursed PCF subsidy.
5. Within three(3) months after completion of the project, submit an Assessment/Evaluation Report containing:
 - a. Quantitative dimensions such as actual work accomplishment and fund disbursed, number and type of beneficiaries of the project, employment generated during project implementation.
 - b. Qualitative dimensions such as valuing LGU performance, positive attitudinal changes among local officials and functionaries, positive outlook on compliance to policies and requirements.

WHEREAS, it is but proper that the existing Itogon Municipal Project Monitoring Committee is tasked to submit monitoring report/s in regard to the implementation of the said LGU PCF subsidy for the consideration and perusal of the herein created LGU PCF Project Implementation Team;

NOW THEREFORE, I, OSCAR M. CAMANTILES, Municipal Mayor, this Municipality, create the LGU PCF Project Implementation Team to be composed of the following, to wit:



Page 1 AO creating LGU-PCF project implementation team/
MACCO: [Signature] 06/07/2012 MACWDO: [Signature] 06/07/2012

MHO: [Signature] 06/07/2012

TEAM LEADER:
CO-TEAM LEADER:
MEMBERS:

ENGR. CHARLIE M. GAYASCO, Mun. Engineer
MS. MARLEEN M. GUERZON, MLGOO
HON. EDUARDO B. DANIEL, Pres. Liga ng Brgy.
MS. ANGELA C. CARINO, Mun. Treasurer
MS. VERONICA K. COMISING, Mun. Budget Officer
MS. BRIGILDA M. GAYAO, Mun. Accountant



OSCAR MAINGPES CAMANTILES
Municipal Mayor

Cc

- All concerned
- Rufina T. Fegcan, DILG Provincial Director
- The Honorable Members of the 7th Municipal Council
- file