



**ADMINISTRATIVE ORDER NO. 18-13-N**

Series of 2013

**ADMINISTRATIVE ORDER AMENDING A. O. NO. 08, S. OF 2013 AND FURTHER  
DELINEATING THE TASK OF THE PROJECT IMPLEMENTING OFFICE AND  
THE MUNICIPAL PROJECT MONITORING COMMITTEE OF THE LOCAL  
GOVERNMENT OF ITOGON, BENGUET.**

**WHEREAS**, the Local government Unit of Itogon, as major and vital components of its development plan, implements various infrastructural projects and programs which are funded under its own internal allocations and from other external funds;

**WHEREAS**, there is a need to ensure that the implementation of the various infrastructural projects and programs of the Local government of Itogon and those of the other governmental line agencies which are implemented within the Municipality of Itogon are in accordance with acceptable project standards, specifications and prescriptions as provided for in the program of works to ensure that the implementation are satisfactorily and of good quality in nature and that resources allocated for the purposes are properly utilized for the benefit of the general public;

**NOW, WHEREFORE, I, Atty. VICTORIO T. PALANGDAN**, by virtue of the powers vested in me, do hereby clearly delineate the specific tasks of the Project Implementation Office and the Project Monitoring Committee in the implementation, monitoring and inspection of the infrastructure projects in the Municipality of Itogon, to wit:

**Section I - Tasks of the Project Monitoring Committee:** Pursuant to the provisions of Administrative Order Numbered 8, Series of 2013, the Project Monitoring Committee;

- 1.1. To monitor, evaluate and inspect all infrastructure projects while the projects are on-going regardless of the source of funds in accordance with duly approved project implementation standards and specifications as set forth and specified in the duly approved programs of works and detailed estimates of all kinds of projects, programs and activities (PPAs) which are being implemented within the territorial jurisdiction of the municipality of Itogon, Benguet;
- 1.2. To closely coordinate with the implementing office thru the Municipal Engineer/project in-charge of the project and the Punong Barangay where the projects are being implemented;
- 1.3. To promptly and immediately prepare and submit its objective project evaluation, monitoring and inspection report of the projects and programs it had inspected, evaluated and monitored from the completion of the onsite/physical evaluation/monitoring/inspection of projects and programs; provided that the representative of the COA shall have an independent project inspection report;
- 1.4. To perform other related functions and duties which shall be asked and required of it by proper authorities from time to time.

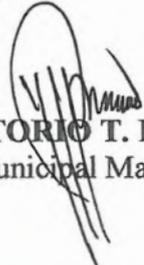
**Section II: Tasks of the Project Implementing Office/Municipal Engineering Office:** In furtherance to the exercise of the duties of the Municipal Engineering Office, pursuant to the provisions of Section 477, letter "b", number 3 of the 1991 Local Government Code, the Project Implementing Office shall have the following specific tasks specifically concerning the physical implementation of infrastructural projects in the Municipality of Itogon; to wit:

2.1.) To regularly supervise and closely coordinate with the implementing local contractor to ensure the satisfactory adherence and compliance to the project specifications and details as set forth and provided in the duly approved program of work and detailed estimates of the infrastructure project being implemented;

2.2. To evaluate the reasonability of the requests of the local contractor for variation, extension or change orders in the duly approved programs of work and detailed estimates, if there are and further prepare the technical requirements of such deviation requests and finally recommends the prior approval of said requests to the office of the Local Chief Executive before its implementation;

2.3. To regularly monitor, inspect and evaluate during the project implementation under its technical supervision. The implementing office upon completion of the project, invites and request the presence of the Commission on Audit (COA) Representative for the post audit inspection of the infrastructure project to ensure a synchronized and well-coordinated monitoring and inspection of projects in the municipality.

ISSUED this 6th day of August 2013 at Itogon, Benguet.

  
**ATTY. VICTORIO T. PALANGDAN**  
 Municipal Mayor

- Cf:
- All concerned LGU-Itogon offices
  - MLGOO *8/6/2013*
  - SB
  - COA
  - **file**

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OFFICE OF THE SANGGUNIANG BAYAN  
 ITOGON, BENGUET

DATE: 08/06/13 *(9Am)*

Republic of the Philippines  
 OFFICE OF THE MUN. ENGR.  
 Province of Benguet  
 Itogon

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By: *[Signature]*  
 Date: 8-6-13

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 ITOGON, BENGUET

ACCOUNTING OFFICE  
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 ITOGON, BENGUET

MUNICIPAL BUDGET OFFICE  
 ITOGON, BENGUET  
 DATE: 8-6-2013  
*[Signature]*

MTO *[Signature]* 8/6/13