



Republic of the Philippines
Province of Benguet
Municipality of Itogon

Office of the Municipal Mayor

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ADMINISTRATIVE ORDER NO. 15-008
Series of 2015

ORGANIZING THE PROJECT MANAGEMENT TEAM (PMT) FOR LIVELIHOOD UNDER THE GRASSROOTS PARTICIPATORY BUDGETING.

WHEREAS, in pursuit of the Millennium Development Plan and the Philippine Development Plan, the Aquino Administration has initiated the Grassroots Participatory Budgeting, formerly known as Bottom-up Budgeting with the primary objectives of addressing the poverty situation in local poor communities with the participation of the Civil Society Organizations (CSOs), and to strengthen devolution and incentive governance reforms in the local level;

WHEREAS, the municipal government recognizes its vital role in the implementation of the Grassroots Participatory Budgeting to include sound project management and periodic monitoring at the local level in order to ensure accountability, maintain project sustainability and to see to it that in the implementation of the various livelihood projects as a component thereof, there shall be no unauthorized deviations from the very purpose and objective of the program;

NOW THEREFORE, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby constitute and organize the Project Management Team for Livelihood under the Grassroots Participatory Budgeting in the municipality of Itogon as follows:

Section 1. Composition: The composition of the Project Management Team for Livelihood under the Grassroots Participatory Budgeting shall be as follows:

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|---------------------|--|
| Team Leader: | MR. PATRICK D. ALCEDO Executive Assistant II |
| MEMBERS: | MR. GERLANDO LICTAG MPDO Representative |
| | MS. SHARON BAROA MSWDO Representative |
| | MS. JOCELYN S. NGAIL PESO-Designate |
| | MS. APRIL BUGTAY MACCO Representative |
| | MR. ROGER CATAYAO MAGRO Representative |

Section 2. Functions. The Project Management Team shall perform the following functions:


1. To formulate criteria for the approval of livelihood projects which would focus, but not limited to project sustainability; employment and income generation; environmental impacts; poverty alleviation and use of locally available raw

materials. In addition, the Project Management Team shall screen applicants for livelihood project and as such, it must see to it that applicant organization must be duly organized and currently registered with either the Department of Labor and Employment, the Securities and Exchange Commission and/or the Cooperative Development Authority; with good standing; duly accredited by the Local Government Unit; and such other criteria as may be adopted by the PMT;

2. Review project proposals submitted by the various organizations and make comments and necessary recommendations thereon based on established criteria;
3. Facilitate the conduct of consultation meetings and dialogues with target beneficiaries as well as needs assessments for the determination of the feasibility and/or sustainability of the proposed livelihood program;
4. Provide technical assistance to the beneficiary organizations on matters relative to the implementation of their respective livelihood projects;
5. In case of unforeseen events requiring modifications of any approved livelihood project as to beneficiaries, project component, title or project type and/or project site, the PMT shall conduct the necessary validation and/or project evaluation to determine its validity and shall recommend appropriate actions to the LCE;
6. Coordinate with appropriate line agencies for the conduct of relevant trainings to equip members of target beneficiaries or project beneficiaries with appropriate knowledge and skills in properly managing their respective projects;
7. Conduct regular monitoring and evaluation of the different livelihood projects and programs and shall submit quarterly status report of the project to the Local Chief Executive and to the implementing partners such as the DILG, DOST, DA, DOLE and other participating agencies including private partners;
8. Ensure that all modes of procurement shall be in accordance with the pertinent provisions of the Government Procurement Act or R.A. 9184 and its Implementing Rules and Regulations.
9. Shall perform other related functions as may be directed by the Local Chief Executive.

This Administrative Order shall take effect immediately.

DONE this 29th day of April, 2015 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor