



Province of Benguet  
Municipality of Itogon  
**Office of the Municipal Mayor**  
Email Address: vic.palangdan@gmail.com

**ADMINISTRATIVE ORDER NO. 04**  
Series of 2019

**ORGANIZING THE PROJECT MONITORING TEAM (PMT) FOR THE LIVELIHOOD PROJECTS IN THE MUNICIPALITY**

**WHEREAS**, Ordinance No. 58, S. 2018 entitled: An Ordinance Institutionalizing The Itogon Municipal Livelihood Assistance Program (IMLAP) and Setting –Up A Revolving Trust Fund Account for the Purpose has been passed by the Sanguniang Bayan of Itogon and was given favorable review by the Sanguniang Panlalawigan per Resolution No. 19-035;

**WHEREAS**, the said program has a great potential for success and sustainability, hence, the need to constitute the Project Monitoring Team (PMT) for Livelihood Projects in the Municipality to ensure the guidelines, procedures and requirements on the provision of the Municipal Livelihood Assistance Program (MLAP) (Sec. 5);

**WHEREAS**, the Project Monitoring Team shall be constituted to carry out roles and responsibilities relative to the provision of the MLAP to the applicant associations/organizations/cooperatives (Sec. 4);

**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 Monitoring Team for the Livelihood Projects in the municipality of Itogon as follows:

**Section 1. Composition.** The Composition of the PMT shall be as follows:

**Team Leader/Focal Person:** **MS. JORENDA V. OSONERO**  
Executive Assistant II/Livelihood Specialist

**Members:** **MR. PRUDENCIO PEDRO, Ph. D**  
Municipal Agriculture Officer

**MS. GRACE O. POCSOL**  
Municipal Social Welfare and Development Officer

**ENGR. IMELDA F. NUGUID**  
Municipal Planning and Development Coordinator

**MS. ANGELA C. CARIÑO**  
Municipal Treasurer

**ATTY. FARIDA R. MATEO**  
Municipal Accountant

**MS. LIZA CAMTI**  
LEIPO Designate


**MS. ELIZABETH BANGAOET**  
Itogon CSO Network (ICSONI) Representative

**Section 2. Functions.** The PMT shall perform the following functions (Sec. 4A):

1. Determine if the association, organization or cooperative is duly accredited by the Sangguniang Bayan, and project proposal duly endorsed by the Sangguniang Barangay;
2. Determine if the proposed project does not encounter any social conflict, and that it is well within the requirement of the environmental laws;
3. Determine project feasibility in terms of sustainability, income generation and return of investment capability;
4. Monitor compliance by the beneficiaries with the terms and conditions stipulated in the contract;
5. Make recommendations to the Local Chief Executive in accordance with the relevant provisions of the institutionalization of the Municipal Livelihood Assistance Program;
6. Prepare an annual monitoring report of livelihood ventures;
7. Prepare and deliver demand letters to defaulting ventures;
8. Conduct consultation with ventures or investigate any issues of non-implementation, mismanagement or malversation of soft loan granted and submit report to the SAC, SB Committee on Livelihood and the Municipal Mayor for their appropriate action; and
9. Perform such other duties and functions as may be directed by the Local Chief Executive.

This Administrative Order shall take effect immediately.

**DONE** this 6<sup>th</sup> day of February, 2019 at Itogon, Benguet.

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

Cc:  
- File  
- Mayor's Office  
- MAO  
- MTO  
- MACCO  
- MPDC  
- MSWDO  
- SB  
- ICSONI  
- All concerned