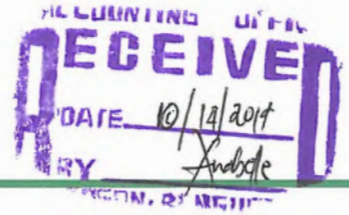




Republic of the Philippines
 Province of Benguet
 Municipality of Itogon
Office of the Municipal Mayor
 Email Address: mayorsofficeitogon@gmail.com



ADMINISTRATIVE ORDER NO. 32
 Series of 2019

REORGANIZING THE PROJECT MONITORING COMMITTEE OF THE LOCAL GOVERNMENT OF ITOGON, EXPANDING ITS MONITORING FUNCTIONS TO INCLUDE LGSF-AM FUNDED PROJECTS, CREATING THE INSPECTORATE TEAM AND PROJECT IMPLEMENTATION TEAM PURSUANT TO DILG MEMORANDUM CIRCULAR NO. 2019-71, AMENDING ADMINISTRATIVE ORDER NO. 19, SERIES OF 2019 AND FOR OTHER RELATED PURPOSES.

WHEREAS, in accordance with Executive Order No. 376, as amended by Executive Order No. 93, series of 1993, Department of the Interior and Local Government Memorandum Circular No. 2004-78 and other subsequent issuances, the Project Monitoring Committee of the Municipal Government of Itogon was reorganized by virtue of Administrative Order No. 19, series of 2019;

WHEREAS, in its Provincial Memorandum, the DILG Provincial Director reiterated the creation of Project Monitoring Committee to include the creation of a Project Inspectorate Team and a Project Implementation Team under the PMC for the monitoring of projects funded under the Local Government Support Fund-Assistance to Municipalities pursuant to DILG Memorandum Circular No. 2019-71 or the LGSF-AM Implementation Guidelines;

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

NOW THEREFORE, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet, I, **ATTY. VICTORIO T. PALANGDAN**, hereby reorganize the Project Monitoring Committee of the Local Government of Itogon, to wit:

Section 1. In accordance with item 7.1.7.1 of DILG MC No. 2019-71, the Project Monitoring Committee shall be headed by the Municipal Planning and Development Coordinator as the Chairperson, thus, the PMC shall be composed of the following:

CHAIRPERSON:

ENGR. IMELDA F. NUGUID
 MPDC

VICE CHAIRPERSON:

HON. NOEL D. BILIBLI
 Liga President

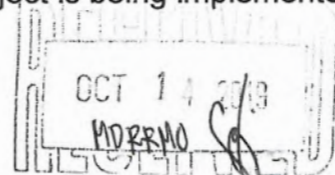
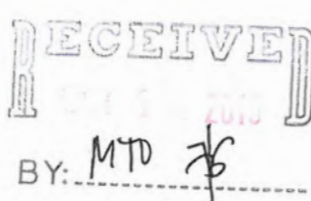
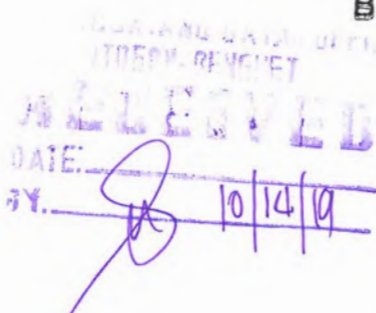
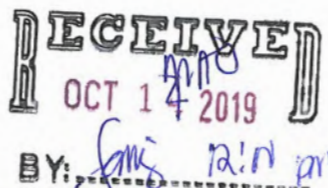
MEMBERS:

MS. CHERYL ROSE F. CARDENAS
 MLGOO

ENGR. CHARLIE M. GAYASCO
 Municipal Engineer

The Punong Barangay of the barangay where such project is located.

The Principal or school head **and** the PTA President of the School where a certain project is being implemented.



OFFICE OF THE MUN. ENGR.
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 ITOGON

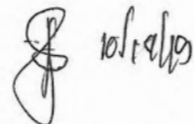
Two (2) CSO Representatives to be chosen from a pool of municipal accredited CSOs.

Provided further that there is hereby created a SECRETARIAT that will provide administrative assistance to the PMC such as, but not limited to (1) preparation of minutes of meetings of the PMC; (2) documentation of proceedings of the PMC; (3) distribution of official communications, notices of meetings and inspection schedules to all concerned; (4) records keeping; (5) such other related functions. The secretariat shall be composed of the following:

Head Secretariat:	MS. ANABELLE S. MANUEL
Members:	MS. ANA FE G. DIWAS
	MS. NERRISA B. BALBINES

Section 2. Support Unit and/or Inspectorate Team. There is hereby created a Support Unit also known as Inspectorate Team to assist the Project Monitoring Committee in the conduct of on-site project monitoring activities, preparation of monitoring reports, and such other related functions. For purposes of LGSF-AM Funded projects, this unit shall also act as the Inspectorate Team as provided under DILG MC. No. 2019-71. The Support Unit and/or the Inspectorate Team shall be composed of the following:

HON. ROMEO J. POCDING, IPMR
ENGR. CYRIL L. BATCAGAN, MDRRMO
MR. JOSE A. YAMOTO JR., Mayor's Office
MR. MARTES APOS, Accounting Office
MR. GERLANDO C. LICTAG, MPDO Staff
MR. PABLO L. CORNEL JR., MPDO Staff
MR. FERINO L. VELASCO, MEO Staff
MR. FRANCISCO C. MARTIN, MEO Staff
MR. EMILIANO SEGUNDO JR., MHO Staff
ENGR. ROGER P. CATAYAO, MAO Staff



Provided further, that to facilitate monitoring of on-going projects, the PMC and its support staff may be divided into groups for purposes of conducting simultaneous monitoring. As the need arises, they may call on other personnel for technical support and assistance during project monitoring.

Section 3. The Project Implementation Team. There is hereby created a Project Implementation Team to be composed of the following:

CHAIRMAN:	ENGR. CHARLIE M. GAYASCO Municipal Engineer
CO-CHAIR:	ENGR. IMELDA F. NUGUID MPDC
MEMBERS:	ATTY. NOEL G. NGOLOB Municipal Administrator ATTY. FARIDA S. ROMILLO-MATEO Municipal Accountant MS. ANGELA C. CARIÑO Municipal Treasurer MR. PRUDENCIO B. PEDRO, Ph.D. Municipal Agriculturist ENGR. CYRIL L. BATCAGAN MDRRMO




Section 4. Functions of the PMC. The PMC shall perform the following functions;

1. To monitor, evaluate and determine the progress of project implementation and to ensure contractor's adherence to the duly approved project implementation standards and specifications as set forth and specified in the approved project program of works, plans and design. *Provided further*, that upon commencement thereof, and within the construction stage, the PMC as a whole or through its designated members shall conduct frequent monitoring, evaluation and inspection of ALL public infrastructure projects being implemented by the municipality regardless of funding source. For this purpose, the PMC shall secure from the BAC Secretariat copies of the Notice to Proceed issued by the Local Chief Executive. *Provided further* that any unauthorized deviation or variations from the original program of works, plans and specifications of a certain project observed during construction stage shall be reported immediately by the PMC to the Local Chief Executive, furnishing copies thereof to the implementing office and to the contractor concerned. *Provided further and finally* that the monitoring function of the PMC shall extend to projects, programs and activities being implemented by other government agencies and /or instrumentalities within the locality.
2. To monitor, evaluate and determine contractors' compliance with the terms and conditions stipulated in the contract as well as the approved specifications, designs and standards for the procurement of goods and services;
3. To participate in the final inspection of completed projects as scheduled by the Implementing Office however, in case of conflicting schedules and/or prior commitments of some of its members, other members who are available shall participate in said inspection.
4. To submit a project monitoring report to the Local Chief Executive immediately after its on-site/actual project monitoring, evaluation and assessment. *Provided finally* that only PMC members who were present during the final inspection of any infrastructure project shall be the signatory to the PMC Final Inspection Report, duly noted by the PMC Chairperson or its Vice Chairman in the absence of the former.
5. Perform other related functions as may be directed by proper authorities.

Section 5. Repealing Clause. Administrative Orders No. 19, series of 2019 and all Administrative Orders or parts thereof inconsistent with this Administrative Order or parts hereof are hereby repealed or modified accordingly.

Section 6. Effectivity. This Administrative Order shall take effect immediately.

DONE this 14th day of October, 2019 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

- All concerned
- DILG-CAR
- DILG-Benguet
- DILG-MLGOO
- The Hon. Sanguniang Bayan
- file