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**EXECUTIVE ORDER NO.** 01-07-N  
Series of 2013

**PROMULGATING GENERAL POLICY GUIDELINES FOR THE PROVISION OF LIVELIHOOD PROJECTS BY THE MUNICIPAL GOVERNMENT**

**WHEREAS**, in line with the poverty alleviation program of the government, it is among the thrust of this administration to improve the living conditions of people by supporting livelihood programs and income generating activities for its target beneficiaries for the sustenance of their respective families;

**WHEREAS**, organized groups and individuals are very much willing and interested to engage in diversified livelihood activities such as handicrafts, home industry, agriculture, livestock/poultry, etc., yet they lack the financial capability to proceed with their proposed undertakings;

**WHEREAS**, while the municipality may provide financial, technical and/or material assistance to interested and qualified groups or individuals, it also adheres to existing rules and regulations governing the appropriation and utilization of public funds hence the need to promulgate policy guidelines to ensure accountability and proper utilization of such funds;

**NOW THEREFORE**, by virtues of the powers vested in me, I, **VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon hereby promulgate the following general policy guidelines for the provision of livelihood projects by the municipal government to wit;

**Section 1. Declaration of Policy.** Consistent with the General Welfare Clause of the Local Government Code and the pertinent provisions on the delivery of basic services and facilities provided in the same Act, it is hereby declared a policy of this municipality to promote social justice by supporting livelihood projects, programs and activities that aim to improve the economic conditions of its inhabitants. Along with this, the municipality shall encourage and motivate livelihood project beneficiaries to venture into sustainable and profitable undertakings.

It is also hereby declared a policy of the municipality to strengthen the financial capability of interested and qualified individuals or cooperatives, organizations and associations by providing them with financial assistance subject to regular auditing rules and regulations and such other policies and guidelines promulgated for this purpose.

**Section 2. Nature and Limits of Financial Assistance.** Financial assistance for livelihood projects, programs and activities may be availed of by qualified and interested individuals, cooperatives organizations and associations in the form of SOFT LOAN. Provided further that the amount to be provided shall be dependent on the recommendation of a monitoring team for livelihood projects herein created upon validation and evaluation of the proposed project, but in no case shall such financial assistance exceeds Three Hundred Thousand Pesos per beneficiary.



**Section 3. Pre-evaluation and Validation of Project Proposals.** Applicants for financial assistance under this Executive Order shall be subject to pre-evaluation and validation by the monitoring team which shall include among others the following:

- a. Site examination and verification;
- b. Feasibility of the proposed livelihood project;
- c. Determination of actual number of beneficiaries and/or manpower to be employed from within the municipality; and
- d. Compliance with documentary requirements to include accreditation by the Sanguniang Bayan for cooperatives, organizations and associations and a BONAFIDE barangay resident for twenty years as certified to by the concerned Punong Barangay and Barangay endorsement of the proposed project in case of individual applicant.

**Section 4. Execution of a Contract.** Individuals, cooperatives, organizations and associations who qualify to avail of the livelihood project shall enter into a contract or Memorandum of Agreement with the Local Chief Executive. Such contract or Memorandum of Agreement shall include the following stipulations, to wit;

1. Responsibility of the contracting parties;
2. Term of the soft loan which shall not exceed two years;
3. Repayment scheme/ repayment schedule;
4. Provisions for non-compliance of beneficiary to make payments as scheduled within a period of three months;
5. Provision that include interpretation of continuous non-payment or non-compliance of beneficiary to follow the repayment scheme within a period of eight months as belligerence on their part, and therefore warrants the institution of legal action against them by the Local Chief Executive upon recommendation of the monitoring committee;
6. Persons liable in case of violation of the contract or any provisions/stipulations thereof by the project recipients which is the individual beneficiary or in case of the cooperative, organization or association, their respective officers or board of directors;

**Section 5. Maintenance of Book of Accounts.** Every livelihood project beneficiary shall keep and maintain a simplified Book of Accounts and shall at all times make this available for easy examination in the course of monitoring.

**Section 6. Creation of a Monitoring Team for Livelihood Projects.** There is hereby created a Monitoring team for Livelihood Projects to be composed of the Executive Assistant in-charge of livelihood as chairman, and the MPDO, representative from the MAO, representative from the Mayor's Office, the Municipal Accountant and a representative from the Municipal Treasurer's Office as members. The functions of said monitoring committee aside from those provided under Section 3 hereof shall include, among others the following:

1. Determine if the association, organization or cooperative is duly accredited by the Sanguniang Bayan, or in case of individual, proof of barangay residency for a period of twenty years as certified to by the Punong Barangay concerned and project proposal duly endorsed by the Sanguniang Barangay;
2. Determine if the proposed project does not encounter any social conflict, and that it is well within the requirement of 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 this Executive Order;
6. Perform such other duties and functions as may be directed by the Local Chief Executive.

**Section 7. Funding Source.** Funding for the implementation of livelihood projects covered by this Executive Order shall come from any available sources due to the municipality which must be incorporated in the Annual General Fund Budget of the Municipality or in any Supplemental Appropriations whenever applicable, subject to regular auditing rules and regulations.

**Section 8. Repealing Clause.** All Orders or provisions thereof which are inconsistent with this Executive Order or any provisions hereof are hereby repealed and/or modified accordingly.

**Section 9. Effectivity.** This Executive Order shall take effect immediately.

**PROMULGATED** this 22<sup>nd</sup> day of July, 2013 at Itogon, Benguet Province.

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