



Republic of the Philippines
Province of Benguet
Municipality of Itogon
OFFICE OF THE MUNICIPAL MAYOR

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EXECUTIVE ORDER NO. 13

Series of 2022

CREATING A LOCAL ROAD MANAGEMENT (LRM) TEAM, LRMT TECHNICAL WORKING GROUP AND LRMT SECRETARIAT OF THE MUNICIPAL GOVERNMENT, DESIGNATING ITS MEMBERS AND DEFINING ITS DUTIES AND FUNCTIONS.

WHEREAS, with the aim to institutionalize governance reforms on Local Road Management (LRM) and Public Financial Management (PFM), the National Government initiated the Conditional Matching Grant to Provinces (CMGP) Program which is the successor of the former “KALSADA” Program;

WHEREAS, the CMGP Program addresses poor local road condition that hampers mobility, connectivity of road networks and economic development at the local levels while providing incentives to provinces that demonstrate good performance in the implementation of LRM and PFM by providing funds for road and bridge rehabilitation, upgrading and improvement and at the same time, providing technical assistance and capacity development interventions to ensure that PLGUs are able to achieve the reform target;

WHEREAS, the DILG is pursuing a pilot testing of the self-assessment for municipalities using the Local Roads Management Performance Assessment (LRMAP) Tool wherein, the Municipality of Itogon is among those chosen as pilot municipality;

WHEREAS, in view of the selection of Itogon as one of the pilot municipality, it is therefore imperative that a municipal Local Road Management Team and its Technical Working Group and LRMT Secretariat be created to perform the functions similar with that of the Provincial LRM Team at the municipal level;

NOW THEREFORE, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet, I, BERNARD S. WACLIN, hereby ORDER as follows:

Section 1. *Creation of a Local Road Management Team.* There is hereby created a Local Road Management Team or LRM Team for brevity in the Municipal Government of Itogon.

Section 2. *Composition.* The Local Road Management Team shall be composed of the following:

| | |
|---------------------------|---|
| Team Leader: | HON. BERNARD S. WACLIN Municipal Mayor |
| Action Officer: | MR. ARNEL F. BAHINGAWAN Municipal Administrator |
| Assistant Action Officer: | ENGR. IMELDA F. NUGUID Municipal Planning and Development Coordinator |

Members:

HON. DANTE ALAIN XAVIER D. GODIO
Municipal Vice Mayor and Chairman, S.B.
Committee on Appropriations
HON. CESAR S. ALTIGA
Chairman, S.B. Committee on Public
Works
MS. CHERYL ROSE F. CARDENAS
MGOO
ENGR. CHARLIE M. GAYASCO
Municipal Engineer
MS. VERONICA K. COMISING
Municipal Budget Officer
ENGR. BENIGNO M. APIDOS
MENRO-Designate
MS. IRENE F. FERNANDO
Acting Municipal Treasurer
ATTY. FARIDA D. ROMILLIO-MATEO
Municipal Accountant
DR. OLIVER P GUADAÑA
Municipal Health Officer
MS. GRACE O. POCSOL
MSWDO
ENGR. AVELINO S. MEDINO
Municipal Assessor
MR. PRUDENCIO PEDRO, PhD.
Municipal Agriculturist
MS. EUSEBIA T. FIANZA
HRMO
MR. NESTOR S. CAMADO JR.
MTAO-Designate
MR. JULIUS LIGAWEN
Itogon CSO Network
MRS. ROSITA M. BARGASO
Itogon Indigenous Peoples Organizatio

Section 3. *Duties and Functions.* The Local Road Management Team of the Municipality of Itogon shall perform the following:

1. Shall serve as the local counterpart of the Provincial Local Road Management Team in the execution of the latter's functions for the implementation of road projects as identified in the approved Provincial/Local road Network Development Plan,
2. Provide strategic directions as well as technical guidelines for the implementation of local road projects funded by the municipal government as well as those which may be incorporated in future programs of the national and provincial governments such as the CMGP and other similar programs;
3. Ensure compliance with all requirements and other requisite conditions set by the National or Provincial governments in order to avail of funds or grants for the implementation of local road development projects in the municipality;
4. Monitor and evaluate progress and status of project implementation to include road works and related activities to ensure highest quality standards and outputs;

5. Conduct multi-stakeholder consultation in the formulation and updating of the local road network plan;
6. Prepare periodic reports to concerned agencies on the status and progress of project implementation;
7. Coordinate with agencies and organizations in support to local road project activities;
8. Serves as facilitator and coordinator in the implementation of nationally-funded local road projects in the municipality; and
9. Conducts regular assessment of local road network status, formulate local road network plan and participate in capacity building activities such as trainings, workshops and conferences on local road management and public financial management.

Section 4. *Creation, Composition and Functions of Technical Working Groups.* There is also hereby created various Technical Working Groups (TWG) for (1) Local Road Management and (2) Public Financial Management, the composition and corresponding functions of which are as follows:

1. LOCAL ROAD MANAGEMENT:

a. Local Road Information Management

TWG Head: MR. PABLO L. CORNEL JR., MPDO
 Members: MR. FRANCISCO C. MARTIN, MEO
 MR. MARK STEVEN O CARIÑO, MASSO
 MS. LIDA T. CANITE, MEO
 MS. ANA FE G. DIWAS, MPDO
 CSO Representative

Functions:

1. Manage and maintain the Roads and Bridges Information System (RBIS);
2. In coordination with the Provincial LRM Team, assist in geo-tagging all CMGP projects including municipal local road networks using the Route Shoot Application; and
3. Generate GIS-based Local Road Network Map.

b. Local Road Network Development Plan

TWG Head: ENGR. IMELDA F. NUGUID, MPDC
 Members: ENGR. ARVIE B. ANCHALES, MEO
 MR. PABLO VIC LARON, MPDO
 MR. GERLANDO LICTAG, MPDO
 MR. JASPER M. SALAPING, MASSO
 MS. CYNDI LOIS L. FERNANDEZ, MPDO
 MS. NERISSA B. BALBINES, MEO
 CSO Representative

Functions:

1. Facilitate the institutionalization and functionality of the Local Road Management Team;
2. Oversee the formulation, updating, and implementation of the Local Road Network Development Plan involving a multi-stakeholder participation;
3. Preparation of Detailed Engineering Designs (DED) and Program of Works (POW); and
4. Institutionalize results-based Monitoring and Evaluation System.

c. Local Road Construction and Maintenance

TWG Head: MR. MANUEL C. MANZANO JR., MEO
Members: MR. FERINO VELASCO, MEO
ENGR. CYRIL L. BATCAGAN, MDRRMO
MR. ROMEO C. TIAGO, MASSO
ENGR. ROGER P. CATAYAO, MAO
MS. JUDY ANN D. LACMAAN, MEO
MS. JEAN MARIE E. LIZARDO, MACCO
MR. GEORGE DELMAS, CSO Rep.

Functions:

1. Oversee the implementation of all roads and bridges projects in the municipality to ensure compliance with approved project implementation standards;
2. In coordination with the DPWH and the Provincial LRM Team, shall evaluate contractors performance using the Constructor Performance Evaluation System (CPES);
3. Enjoin community participation in local road maintenance projects subject to the pertinent provisions of R.A. 9184;
4. Facilitate the improvement of local roads from fair to good road condition;
5. Conduct documentation of all projects on rehabilitation, upgrading, and improvement of local roads and bridges;
6. Oversee the implementation of contracts for local road management, local road construction management, monitoring and evaluation including environmental and social management;
7. Regular monitoring of all local road projects in coordination with the Project Monitoring Committee if locally funded or with the Provincial LRM Team for projects funded under the CMGP;
8. Spearhead the preparation and accomplishment of the Local Roads Management Performance Assessment Report including reports on the implementation of the Improvement Plan.

d. Local Road Asset Management

TWG Head: MS. APRIL B. GUITOC, MASSO
Members: MS. MA. LEONORA M. SANTOS, MACCO
MS. ANNABEL S. MANUEL, MACCO
MS. CHIQUE B. CORNEL, MASSO
MS. JENNIFER B. WAYAN, Supply Officer

Functions:

1. Conduct regular Local Road Condition Assessment;
2. Keep and maintain an updated inventory of major road components as to its type, condition, cost, construction date, estimated usability period and the remaining usability period of the road network by the end of the year;
3. Reconcile records with the Municipal Engineering Office and the Municipal Planning and Development Office for purposes of updating road inventory and road map records in the Registry of Public Infrastructures;
4. Submit report on the physical count of road networks in the municipality to the Municipal Accounting Office for

- recognition and recording of such road networks as assets in the municipality's Book of Accounts;
5. Conduct regular appraisal of road lots and furnish records thereof to the Office of the Municipal Accountant for the annual determination of the carrying value of assets;
 6. Coordinate with the TWG on Local Road Information Management for the uploading of relevant information on local road inventory to the Open Roads Portal under the Roads and Bridges Information System.

2. PUBLIC FINANCIAL MANAGEMENT

a. Internal Audit

TWG Head: MS. LEONILA K. AMPAGUEY, MACCO
 Members: ATTY. JACQUILINE N. GOSINGAN, ATTY. III
 MS. SHALIMAR G. SORALLO, M.O. (HRMO)
 MR. NATHANIEL P. GABAO, M.O. (Supply)
 MS. JULIET C. MARCELINO, MBO

Functions:

1. Shall oversee the functionality of an Internal Audit Unit;
2. Adopt and Implement an Internal Audit Plan; and
3. Conduct Baseline Assessment on Internal Control System.

b. Procurement:

TWG Head: MR. ARNEL F. BAHINGAWAN, BAC Chair
 Members: MS. ROWENA C. CARIÑO, MBO
 MS. ROMIE ROSE B. HOLMAN, M.O.
 MR. DENNIS A. TAMPOA, Comp. Prog. III

Functions:

1. In coordination with the Bids and Awards Committee, shall facilitate the preparation and conduct of procurement activities in accordance with R.A. 9184;
2. Generate the Agency Procurement Compliance and Performance Indicators Result and Procurement Action Plan.

c. Budgeting, Revenue Generation and Expenditure Management

TWG Head: MS. IRENE F. FERNANDO, MTO
 Members: MS. JUDITH C. FIANZA, MACCO
 MS. FELICIA D. BERSALONA, MBO
 MS. ANALIZA G. CAMTI, MTO

Functions:

1. Prepare and submit all financial reports;
2. Generate Public Financial Management Assessment Report including the Improvement Plan; and
3. Oversee the budget planning, budget preparation and utilization to include allocation for local roads rehabilitation, upgrading and improvement.

Section 5. *Secretariat, Composition and Functions.* There is also hereby created as Secretariat for the LRM Team whose composition and functions are as follows:

Composition:

| | |
|-------------------|--|
| Head Secretariat: | MS. GIRLIE A. NABUS, SBO |
| Members: | MS. LORDELIZA A. ANDRES, SBO MS. MAJA ELOISA B. GRUPO, MPDO MS. JOCELYN S. NGAIL, MPDO |

Functions:

1. Prepare and issue notice of meetings to the LRM Team and TWG and keep a record of all minutes of its proceedings and/or discussions;
2. Collate and compile documents, data and other materials prepared or accomplished by the LRM Team and the various TWGs which shall be made available upon request of the LRMT and other concerned agencies;
3. Submit reports to the Chairman of all activities conducted by the LRMT and its TWGs, including minutes of meetings, copy furnish the LRMT members and the heads of the various committees;
4. Perform other functions as may be directed by the LRM Team or such other functions pursuant to law, government issuances or ordinance.

Section 6. *Funds.* Funds necessary for the conduct of activities of the Local Road Management Team and its various Technical Working Groups shall be taken from any available appropriations under the Office of the Municipal Mayor. Provided further, that the disbursement of such fund shall be in accordance with regular auditing and budgeting rules.

Section 6. *Separability Clause.* If for any reason, portions of this Executive Order has been declared unconstitutional or invalid by competent courts or authority, other portions hereof not affected by such declaration shall continue to be in full force and effect.

Section 7. *Repealing Clause.* All orders or parts thereof inconsistent with this order or parts hereof are deemed repealed and modified accordingly.

Section 8. *Effectivity.* This Order shall take effect immediately in accordance with the pertinent provisions of the Local Government Code.

DONE this 25th day of July, 2022 at Itogon, Benguet.


HON. BERNARD S. WACLIN
Municipal Mayor