



Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

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Mobile No.: 09393268022

EXECUTIVE ORDER NO. 02

Series of 2023

REORGANIZING THE MUNICIPAL PROJECT MONITORING COMMITTEE OF THE LOCAL GOVERNMENT OF ITOGON.

WHEREAS, Executive Order No. 376, as amended by Executive Order No. 93, series of 1993 established the Regional Project Monitoring Committee and Evaluation System as an institutional mechanism for monitoring and evaluating projects at the national, regional, provincial, city and municipal levels;

WHEREAS, consistent with the devolution of powers of local government units as provided by the Local Government Code of 1991, the Department of the Interior and Local Government issued Memorandum Circular No. 2004-78 and other subsequent issuances to facilitate the organization and reconstitution of Project Monitoring Committees at the local levels nationwide to ensure transparency and accountability in the implementation of local development projects and programs;

WHEREAS, the DILG issued Memorandum Circular No. 2019-188 to enjoin all local government officials to organize Local PMCs in their respective areas of jurisdiction if not yet established, or to reconstitute the same if already existing, and to inform LPMCs of their functions and responsibilities;

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

WHEREAS, the MDC adopt a resolution during its meeting on January 10, 2023 with a title “Resolution Setting the Guidelines in Monitoring the Projects implemented by the LGU-Itogon”;

WHEREAS, on the said resolution there as a recommendation that the members of the PMC must be reorganized so that monitoring of projects will be more efficient and effective;

NOW THEREFORE, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet, I, BERNARD S. WACLIN, hereby reorganized the Project Monitoring Committee of the Local Government of Itogon, to wit:

SECTION 1. The Municipal Project Monitoring Committee of Itogon shall be composed of the following:

Chairperson	:	Hon. DANTE ALAIN XAVIER D. GODIO Vice Mayor & Chairman, Committee on Appropriations
Co-chairperson	:	Engr. IMELDA F. NUGUID MPDC
Members	:	HON. CESAR A. ALTIGA SB Member & Chairman, Committee on Public Infrastructure

- : **MARIENITO D. LISAYEN**
Executive Assistant
- : **JEAN MARIE E. LIZARDO**
MACCO Rep.
- : **REX P. BALBALIN**
Zoning Officer II
- : **GERLANDO C. LICTAG**
Draftsman II
- : **All Punong Barangays**
(Projects within their jurisdiction)
- : **CSO Representative** from Civic and Religious sectors who
are also members of the LDC
- : **CHERYL L. CARDENAS**
DILG, MLGOO
- : **ROMEO J. POCDING**
Office of the Congressman Representative

SECTION 2. Roles and Responsibilities of the Municipal PMC.

The PMC shall perform the following functions:

1. Conduct of on-site monitoring of all on-going civil works in all stages thereof to assess the progress of project implementation and to determine the contractors compliance as to its approved designs, plans and specifications;
2. Secure from the BAC Secretariat copies of the Notice to Proceed issued by the Head of Procuring Entity and thereafter through the secretariat , shall coordinate with the Project In-Charge and the concerned contractor for purposes of monitoring the commencement activities such as lay-outing, staking, ground preparation, and the like;
3. Notify the Implementing Office and the Local Chief Executive of any unauthorized deviation or variations from the original program of works, plans and specifications of a certain project observed during monitoring;
4. To monitor, evaluate and determine contractor's 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;
5. To recommend to the Local Chief Executive to deduct from final billing of the project on items under the program of works that were not done by the contractor or non-compliance to the terms and conditions stipulated in the contract for the procurement of goods and services;
6. To submit a project monitoring report to the Local Chief Executive after its final inspection signed by the PMC who were present during the final inspection;

SECTION 3. Secretariat and its Functions. To provide administrative support to the committee, a secretariat is hereby created whose composition and functions are as follows:

Head Secretariat : **ANAFE G. DIWAS**
Members : **NESTOR S. CAMADO JR.**
: **JENNILOMS JOHANA T. COMISING**

Functions:

1. Prepare and issue notice of meetings to the PMC members and keep a record of all minutes of its proceedings and/or discussion;
2. Prepare the final Monitoring and Evaluation work program to be signed by the PMC members who were present during the final inspection;
3. Prepare the list and schedule of all projects to be monitored by the PMC;
4. Provide the Local Chief Executive with information on the projects to be monitored by the PMC; and
5. Facilitate inter-agency, inter –governmental and field headquarters coordination if necessary.

SECTION 4. Repealing Clause. Executive Order No. 09 S. 2022, Administrative Order No. 25 S. 2022. And other Orders inconsistent with this Executive Order or parts hereof are hereby repealed or modified accordingly.

SECTION 5. Effectivity. This Executive Order shall take effect immediately.

DONE this 24th day of **January, 2023** at Itogon, Benguet.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

- *All concerned*
- *Sangguniang Bayan*
- *DILG-Benguet*
- *DILG- MLGOO*
- *Office of the Governor*
- *File*



MUNICIPAL DEVELOPMENT COUNCIL

**EXCERPT FROM THE MINUTES OF THE MUNICIPAL DEVELOPMENT COUNCIL MEETING
HELD ON JANUARY 10, 2023 AT THE ITC, BUA, TUDING, ITOGON, BENGUET.**

PRESENT:

Hon. BERNARD S. WACLIN , Municipal Mayor	Presiding;
Hon. DANTE ALAIN XAVIER D. GODIO , Chairman, SB Comm. on Appropriations	Member;
Hon. NOEL D. BILIBLI , Liga ng mga Barangay, President	Member;
Hon. FREDDIE S. ALTIGA , Punong Barangay – Ampucao (represented by Ms. Liza A. Amuasen)	Member;
Hon. PAUL M. CAMANTILES , Punong Barangay - Dalupirip	Member;
Hon. VICENTE D. PUGUON , Punong Barangay - Gumatdang	Member;
Hon. ANDRES C. CUYAN , Punong Barangay - Loacan	Member;
Hon. ALBERT C. CARANTES JR. , Punong Barangay - Poblacion	Member;
Hon. EDWIN O. ATUMPAG , Punong Barangay - Loacan	Member;
Hon. MARTIN D. CHAVEZ JR. , Punong Barangay - Tuding	Member;
Hon. KENNEDY W. WACLIN , Punong Barangay - Ucab	Member;
Mr. ROMEO J. POCDING , Representative to the Congressman	Member.

RESOLUTION NO. 01, S. 2023

**RESOLUTION SETTING THE GUIDELINES IN MONITORING THE PROJECTS
IMPLEMENTED BY THE LOCAL GOVERNMENT UNIT OF ITOGON.**

WHEREAS, during the meeting dated August 21, 2022 of the Project Monitoring Committee and Support Unit, it was discussed to come up with a guidelines in monitoring the projects being implemented by the LGU- Itogon;

WHEREAS, during the meeting of the MDC dated January 10, 2023, it was again discussed to reorganized the PMC and the Support Unit so that monitoring will be more efficient and effective;

WHEREAS, it was agreed that the PMC and Support Unit will merge and members should be as follows:

Chairperson	:	The Chairman, SB Committee on Appropriations
Co – Chairperson	:	Municipal Planning and Development Coordinator
Members	:	The Chairman, SB Committee on Public Infrastructure
	:	All Punong Barangays (area of Jurisdictions)
	:	1 (One) CSO Representative each from Civic and Religious
	:	Sectors who are also members of the LDC
	:	DILG

WHEREAS, the LCE will issue an Executive Order repealing E.O. No 9 and A.O. 25, however the LCE may include other persons to be a member of the PMC at his discretion;

WHEREAS, it was also agreed that monitoring of the projects will be done as follows:

1. Monitoring by the PMC will be conducted 3 times:
 - a.) before the implementation;
 - b.) during the Implementation;
 - c.) final inspection;
2. Monitoring will be conducted during Wednesday and Thursday of every week;

3. PMC will coordinate with the barangay concern through text or letter on the projects that will be monitored;
4. PMC will give its comments and recommendation right after the inspection to the Project In - Charge.

WHEREAS, it was also agreed that the format of the PMC Report is the attach annex mark as "ANNEX A";


WHEREAS, it was unanimously agreed to forward this recommendations and guidelines to the Municipal Mayor for the crafting of an Executive Order to this effect;

NOW THEREFORE, on motion duly seconded, be it;

RESOLVED as it is hereby done to endorse said Resolution to the Office of the Municipal Mayor, Hon. Bernard S. Waclin for his information and appropriate action;

Carried this 10th day of **January 2023** at Itogon, Benguet.

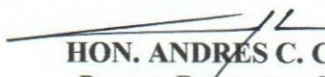
HON. FREDDIE S. ALTIGA
Punong Barangay - Ampucao




HON. PAUL M. CAMANTILES
Punong Barangay - Dalupirip



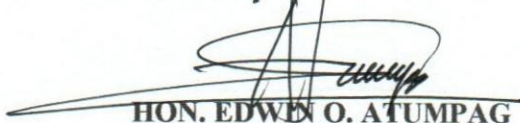
HON. VICENTE D. PUGUON
Punong Barangay - Gumatdang



HON. ANDRES C. CUYAN
Punong Barangay - Loacan




HON. ALBERT C. CARANTES JR.
Punong Barangay - Poblacion



HON. EDWIN O. ATUMPAG
Punong Barangay - Tinongdan

HON. MARTIN D. CHAVEZ JR.
Punong Barangay - Tuding



HON. KENNEDY W. WACLIN
Punong Barangay - Ucab

MR. ROMEO J. POCDING
Representative to the Congressman



DANTE ALAIN XAVIER D. GODIO
MDC-ExeCom Member



NOEL D. BILIBIT
MDC-ExeCom Member

PREPARED:



IMELDA E. NUGUID
MPDC/MDC Secretariat

APPROVED:



HON. BERNARD S. WACLIN
Municipal Mayor/MDC Chairman