

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 16 SERIES OF 2022

CREATION OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP) MUNICIPAL PROJECT MANAGEMENT AND IMPLEMENTING UNIT (MPMIU)

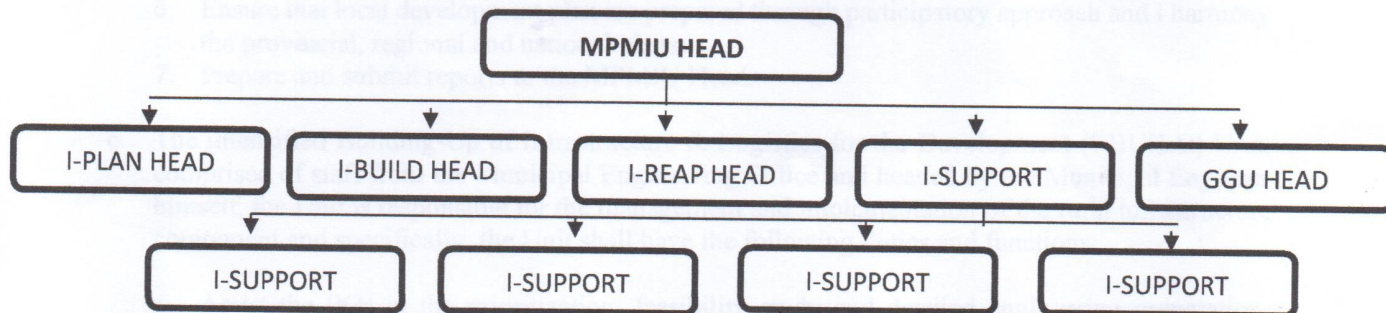
Whereas, the LGU-Bongabon participated in the Department of Agriculture (DA) – Philippine Rural Development Program (PRDP) which is a 6-year national government platform for an inclusive, value-chain oriented and climate resilient agriculture and fishery sector;

Whereas, the participating LGUs in the implementation of the project are now required to create or strengthen their Municipal Project Management and Implementing Unit;

Whereas, to be able to achieve the success of the abovementioned program towards agriculture modernization and rural development, there is a need to create a Municipal Project Management and Implementing Unit (MPMIU) that will be responsible in the monitoring and implementation of the PRDP in the Municipality of Bongabon, Nueva Ecija;

Now therefore, I, **RICARDO I. PADILLA**, Municipal Mayor of Bongabon, Nueva Ecija, by virtue of the power vested in me by law do hereby order:

Section 1: Structure. The MPMIU shall have the following structure.



Section 2: Composition. The MPMIU shall be composed of the following:

Unit/Personnel	Name	MLGU Position/Designation
MPMIU Head	JANE P. RAMOS	MPDO
I-PLAN Head	JANE P. RAMOS	MPDO
I-BUILD Head	FERDINAND P. ARUCAN	Municipal Engineer
I-REAP Head	JACKIELOU R. GALLARDE	OIC-Municipal Agriculturist
SES Unit Head	GIL R. DINGLASAN	MENRO
Finance Unit Head	JERICO DE JESUS	Municipal Accountant
Procurement Unit Head	FERDINAND P. ARUCAN	Municipal Engineer/BAC Chairman
Monitoring and Evaluation	JACKIELOU R. GALLARDE	OIC-Municipal Agriculturist
GGU Head	ALEXIS A. GERVACIO	Engineering Assistant I

Section 3. Functions.

a. The MPMIU shall have the following functions:

1. Serve as program's management and supervision team and focal point for coordination of all

3. Conduct orientation of potential proponent group (PG) and selection.
 4. Assist the proponent in the business plan preparation.
 5. Package the business plan for funding, the Enterprise Agreement (EA) and the Implementation Management Agreement (IMA).
 6. Review the compliance of the required documentary requirements (Checklist of Requirements and Tracking Form) before forwarding same to the RPCO and checklist shall be attached to the transmittal to RPCO.
 7. Develop partnership with agencies that can render business development services, research and extension such as the following:
 - a. Provincial-based State or Private SUCs, NGOs, Provincial Development Council's (PDC) EDC, and the DOST and DTI Regional/Provincial Office and;
 - b. Other relevant provincial-based NLAs including attached agencies.
 8. Monitor the implementation of the project in the municipality;
 9. Provide regular reports on the overall implementation of the project to RPCO,
 10. Conduct IEC activities in the municipality;
- b. The Investment for AFMP Planning at the Local & National Levels (I-Plan) Unit comprised of the staff from the Municipal Planning and Development Office , the I-Plan shall have the following duties and functions, to wit:
1. In coordination with the MPMIU and RPCO, provide overall management of I-PLAN activities in the municipality;
 2. Assess the sub-project proposals coming from the PGs with respect to the PCIP using the value-chain approach;
 3. Assess capability building requirements of participating PGs;
 4. In collaboration with MPMIU and RPCO, facilitate capability assistance to stakeholders in the municipality in improving extension service delivery systems and local governance systems and mechanisms.
 5. Coordinate the delivery of technical assistance to PGs in strengthening their capabilities in planning, implementing, implementation, operation and maintenance, monitoring and evaluation of AFMP and PCIP.
 6. Ensure that local development plan are prepared through participatory approach and in harmony the provincial, regional and national plans;
 7. Prepare and submit reports to the MPMIU Head.
- c. The intensified Building-Up of Infrastructure & Logistics for the Development (I-BUILD) Unit, comprised of staff from the Municipal Engineering Office and headed by the Municipal Engineer himself, the Unit is responsible for the management and implementation of the rural infrastructure component and specifically, the Unit shall have the following duties and functions:
1. Assist the PGs in the prioritization, feasibility study and detailed engineering preparation, procurement contract administration and construction supervision of infrastructure subprojects.
 2. In tandem with the MPMIU and RPCO, evaluates and validates infrastructure subproject proposals of the PGs;
 3. Review detailed engineering designs, program of works, feasibility studies and bid documents;
 4. Facilitate/assist the Bids and Awards Committee (BAC) in the infrastructure subproject procurement process.
 5. Prepare and submit reports to the MPMIU Head.
- d. The Investment for Rural Enterprises and Agricultural & Fisheries Productivity (-I-REAP) Unit comprised of staff from the Municipal Agriculture Office and headed by the Municipal Agriculturist himself, the Unit shall have the following duties and functions;
1. Provide/facilitate technical assistance to the PGs in the management and implementation of the I-REAP subprojects;
 2. Provide/facilitate enhancement of extension delivery system and provision of market support/facility to the Peoples Organizations;
 3. Coordinates with MLGU – Finance Unit for the timely deposit of the annual required counterpart fund and release of funds for the implementation of the approved subprojects;
 4. Assist AFMP Integration in to the Local Development Plans;
 5. Assist the MPMIU in prioritizing and evaluating subprojects;
 6. Collaborate with the municipal planning team the establishment of priority production zones using the PCIP and value chain approach for the development of agri-business;
 7. Establish collaborative mechanisms with other support institutions that will technically assist in the smooth implementation of the program; and
 8. Prepare and submit reports to the MPMIU Head.

- e. The Monitoring and Evaluation (M&E) Sub-Unit, comprised of the staff from the Municipal Planning and Development Office (MPDO) and headed by a senior staff in-charge in Monitoring and Evaluation of the MPDO, the Unit shall have the following duties and functions;
1. Coordinates all M&E activities in the participating PGs under the jurisdiction of the municipality;
 2. Implements and maintains the Program Monitoring Information System in the municipality ensuring that system problems are immediately attended to or reported to MPMIU and RPCO;
 3. Identify problems and issues which impede program implementation for remedial actions at the municipal level and elevate unresolved issues and problems at this to the RPCO for the resolution or action;
 4. Generates and submits the prescribed municipal reports to MPMIU and RPCO;
 5. Ensures that all completed data capture forms and file copies of municipal consolidation reports are properly kept for ready reference;
 6. Validate reports submitted by the other units of the MPMIU;
 7. Participates in all PRDP M&E training;
 8. Provides technical and administrative assistance to review missions of DA Central Office, the World Bank and other agencies that may undertake such missions; and
 9. Provides other forms of assistance that may be requested by the RPCO through the Municipal Mayor, from time to time.
- f. The Procurement Sub-Unit, comprised of staff involved with Municipal Bids and Awards Committee and headed by the Technical Working Group Chair, the Unit shall have the following duties and functions;
1. Prepares and submit the Procurement Plan containing the subprojects to be implemented by the PGs covered;
 2. Reviews the procurement of goods and works of the PRDP being implemented by the MLGUs
 3. Conducts and initiate the procurement of works and goods of subprojects covered under PRDP;
 4. Submit reports to the MPMIU head on matters relating to the procurement.
- g. The Finance Sub-Unit, comprised of staff from the Municipal Budget Office, Municipal Accounting Office, Municipal Treasury Office and headed by the Municipal Accountant, the unit shall be responsible for the financial aspect of the program, specifically shall have the following duties and functions;
1. Review Work and Financial Plan of participating PGs;
 2. Manage the funds for the program subprojects at the municipal level;
 3. Maintain and submit liquidation reports or statements of receipts and expenditures (SRE) on community subprojects;
 4. Participate in resource management planning and implements strategies in increasing collection of local revenues;
 5. Participate in enhancing local governance systems and mechanism in areas of financial management, procurement and audit; and
 6. Render/submit Annual Performance Report and other related documents on the actual MLGU local revenue collection/MLGU governance reforms.
- h. The Social and Environmental Safeguard (SES) Sub-Unit comprised of staff from the Municipal Environment and Natural Resources Office and from the Sub-Unit shall carry out the environmental guidelines, the environmental management plan, the resettlement policy framework and the indigenous people development framework, in a manner and substance, satisfactory to the World Bank, including whenever required, pursuant to said guidelines and frameworks, to prepare and implement an environmental management plan, resettlement action plan and indigenous people development plan, all in a manner satisfactory to the bank; and in coordination with other MPMIU units, provide technical assistance to the participating municipalities in the compliance of the same whenever the program required.
- i. Geo-Mapping & Governance Unit (GGU)
1. Oversee all assessment surveys and subproject action planning for the project transparency and accountability;
 2. Prepare training modules and assist in the conduct of trainings in geo-mapping works as necessary;
 3. Provide technical assistance to I-BUILD, I-REAP, I-Support and I-Plan Components in the conduct of geo-mapping activities;

4. Provide technical assistance to NPCO, PSO, RCPO and PPMIU in the collection, processing and posting of Geo-mapping output for uploading on-line;
5. The Geo-mapping & Governance unit will explore the possibility in integrating the AGT onto the PRDP process in project identification/validation, sub-project monitoring/supervision, sub-project operations and maintenance;
6. Will conduct actual training to project staff and participating PPMIU in using and implementing the Geo-mapping;
7. Will review, maintain the PRDP Geo-mapping submitted by PPMIU and update the system and post to the PRDP web-site;
8. Will conduct actual field supervision work and work closely to PPMIU on field coaching;
9. Will develop a streamline procedure on on-line review of AGT submission for sub-project billing processes and approval;
10. Will further develop the tool and make it more interactive and user friendly;
11. Will assist and can represent in the over-all implementation of PRDP subprojects through the Geo-mapping and Governance unit functions and objectives; and
12. Will be directly under the supervision of the GGU Unit and shall collaborate with the Head of the PRDP Components.

Section 4: Operation and Maintenance.

For its operation and maintenance and as deemed necessary to carry out the smooth implementation and management of the program, the Municipal Administration shall:

1. Provide the MPMIU with office space, equipment and support vehicle; and
2. Allocate funds for its office operational requirements annually.

Section 5: Effectivity

This Executive Order shall take effect immediately until termination of the PRDP or until further amended or revoked.

Done this 1st of August, 2022.

HON. RICARDO L. PADILLA
Municipal Mayor

pls sign

Name	Position
JANE F. RAMOS	MPDO
JANE F. RAMOS	MPDO
FERDINAND P. ARUCAN	Municipal Engineer
JACKIELOU R. GALLARDE	City-Municipal Assessor/ENR
GIL R. DINGLASAN	MEMRO
JERICO DE JESUS	Municipal Accountant
FERDINAND P. ARUCAN	Municipal Engineer/ENR
JACKIELOU R. GALLARDE	Chairman
ALEXIS A. GERVACIO	Engineering Assistant 1