

**MUNICIPALITY OF MALILIPOT
OFFICE OF THE MUNICIPAL MAYOR**

EXECUTIVE ORDER NO. 14 S. 2022

**CREATING THE PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP)
MUNICIPAL PROJECT MANAGEMENT AND IMPLEMENTING UNIT (MPMIU)**

WHEREAS, the Department of Agriculture (DA) – Philippine Rural Development Project (PRDP), a six-year national government platform to achieve an inclusive, value-chain oriented and climate-resilient agriculture and fisheries sector through strategic investments in priority commodity value chains.

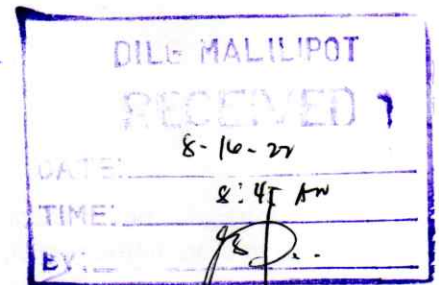
WHEREAS, the Municipality of Malilipot recognizes the importance of the program to attain economic growth and improvement in standard of living especially at the level of farm households;

WHEREAS, the project's development approach is similar to the Municipal Economic Zone Project, a banner programs of the municipality that anchors its development strategy on its resource strengths and potential on which the province generally enjoys comparative advantage;

WHEREAS, given the laudable objectives of the project, a strong implementation partner at the municipal level at work as a team in support of the project is imperative;

NOW, THEREFORE I, CENON B. VOLANTE, Municipal Mayor of Malilipot, Albay by virtue of the powers vested in me by law, do hereby order the Creation of the Municipal Project Management and Implementation Unit (MPMIU) as follows:

- Section 1.** The PRDP-MPMIU shall be composed of the following
- Chairman: Engr. Lizandro C. Bilan
 - Vice Chairman: Marivic Imperial
 - Member: Jamie France V. Bertillo



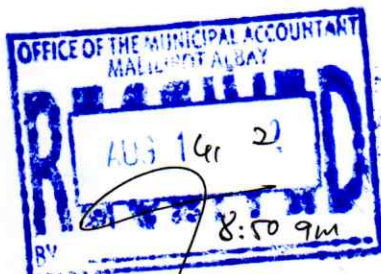
Section 2. Duties and Function

The MPMIU shall perform the following:

- a. Ensure that the roles and responsibilities of each personnel are being performed, and required outputs of project components are delivered as stated in the Memorandum of Agreements, and
- b. Ensure that the provision of the MOA for each subproject relative to financial and institutional accountabilities are defined and observed accordingly.

Erico Plaza (COMA)
8/16/22

R-MEO 8/14/22
[Signature]



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Section 3. There shall also be organized **Project Component Action Teams** their composition and functions.

Section 3.1 The I- PLAN: Investment for Agriculture Fisheries Modernization Planning at the Local and National Level,

1. In coordination with PPMIU, provides overall management of I-PLAN activities in the municipality;
2. Assesses the sub-project proposals coming from the People's Organization with respect to the Provincial Commodity Investment Plan (PCIP) using the value-chain-approach (VCA);
3. Assesses the capability building requirements of the participating barangays People's Organization as basis for capability programs and prepares the Municipal Commodity Investment Plan (MCIP);
4. In collaboration with the PPMIU, facilitates capability assistance to stakeholders in the province in improving extension service delivery system and local governance systems and mechanism;
5. Coordinates the delivery of technical assistance to BLGUs and People's Organization in strengthening their capabilities in planning implementation, operation and maintenance, monitoring and evaluation of AFMP and the MCIP;
6. Integrates the BLGUs Poverty Reduction Plan, Women Development Plan, AFMP and plans for other vulnerable groups into the Comprehensive Development Plan;
7. Ensures that local development plans are prepared through participatory approach and in harmony with the provincial and regional plans; and
8. Prepares and submits reports to the MPMIU Head.

Composition:

Unit Head	:	Engr. Lizandro C. Bilan
Asst. Unit Head	:	Engr. Joel Bueno

Section 3.2 The I-BUILD: Intensified Building Up of Infrastructures and Logistics for Development. Shall be responsible for the management and implementation of the rural infrastructure component and shall have the following duties and functions:

1. Manage feasibility study and detailed engineering (FSDE) preparation, procurement, contract administration, and construction supervision of infrastructure subprojects.
2. Coordinate with the RPCO-IBUILD regarding infrastructure development and other infrastructure related concerns.
3. Facilitate / assist the Bids and Awards Committee (BAC) in the infrastructure subprojects procurement process;
4. Prepare and submit Work and Financial Plan and other reports on the status of subprojects to the MPMIU head.

Composition:



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coordination with the MPMIU, provide technical assistance to the participating barangays and People's Organization in compliance of the same whenever the program required.

2. Ensuring alignment of social and environmental safeguards-related issues among all project components;
3. Conduct of Appraisal and Review of Feasibility Studies, Detailed Engineering Designs and Business Plans to check compliance to Social and Environmental Management Framework and Guidelines;
4. Coordinates with the concerned M&E Unit on the status of I-BUILD, I-REAP subprojects to ensure integration of safeguards policy of the program in the whole project cycle;
5. Assist in the conduct of spot monitoring of subprojects and evaluation of safeguards compliance;
6. Preparation and submission of timely and regular progress reports indicating status of compliance to environmental safeguards policy;

Composition:

Unit Head	:	Engr. Joel Bueno
Assist. Unit Head:		Justine Bardon
Members:		Marife Velasquez

B. Grievance Redress Mechanism

1. The LGU through the GRM Unit together with the Project Support Offices (PSO), Regional Project Coordination Offices (RPCOs), will make the public aware of the Grievance Redress Mechanism through public awareness campaigns, training and capacity building in Project Implementation Support (I-SUPPORT).
2. The Grievance Point Person (GPP) will be responsible for the initial screening of feedback and complaints, as well as, the organization of preliminary meetings with concerned parties to establish the critical path to resolution.
3. The GRM Unit shall maintain a registry of feedback or grievances received for reporting to the National Project Coordination Office (NPCO) and the World Bank, specifically for associated follow-up, resolution or non-resolution of issues.
4. The GRM Unit shall provide a standard complaint form for household or groups of households wishing to provide feedback and/or complaint about the effects of PRDP activities of their property, production system, economic well-being, spiritual life or environment quality.
5. The GRM Unit shall keep records of feedbacks and complaint in the registry.
6. In case of complaints, the GRM Unit will assess the validity of the grievance. If evaluated as valid, within 10 days from the date the complaint is received, the GRM Unit will organize meetings with the relevant agencies/contractors to discuss how to resolve the matter. All meetings will be recorded and copies of the minutes of meetings will be provided to the beneficiaries.
7. The Mayor's Office shall take such mitigation measures as agreed in meetings of complaints received.



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8. When the complaint is resolved, the GRM Unit shall forward copy of the Complaint Form signed by complaint/head of household, the Mayor annotated at each stage of process by the LGU to the concerned RPCO.

Composition:

Unit Head : Atty. Randy B. Blanza

Section 3.5 Economics Unit. The Economics Unit in coordination with the I-REAP and I-BUILD Components shall prepare the financial and economic analysis of subproject proposals, attend activities being required for the unit, and shall coordinate with the RPCO counterpart(s) other relevant issues and concerns.

Composition:

Lea Lyn Avila
Marc Thomase Mortega
Marife Velasquez
Engr. Jolly Dawn Garay
Henry Ryan Buling
Arjay Montealegre
Marivic Imperial

Section 3.6 Finance Unit. Shall be accountable to provide services, inputs and support more specifically in the financial aspect of the project's implementation, to wit:

1. Maintain records of releases, obligations and disbursement of operational fund;
2. Prepare and submit financial reports;
3. Preparation and consolidation of Work and Financial Plan;
4. Maintain and submit liquidation reports or statements of expenditures (SOE) on subprojects;
5. Participate in resource management planning and implement strategies to increase collection of local revenues;
6. Coordinate with RPCO regarding fund releases and submission of its corresponding liquidation documents;
7. Prepares and review endorsement to RPCO of financial documents for fund request;
8. Prepare liquidation reports and other financial reports for endorsement to RPCO.

Composition:

Unit Head : Ms. Bernardita B. Bea
Asst. Unit Head : Ms. Lorelei B. Bron
Members : Mr. Herminio Bonete

Section 3.7 Procurement Unit. The team shall conduct of the following activities:

1. Preparation of Procurement Plan, Bid Evaluation Report (BER) Review Report and other required financial documents;



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2. Prepare procurement documents and other documentary requirements for endorsement to RPCO;
3. Preparation of reports of the procurement unit;
4. Attend procurement-related activities including coordination meetings, trainings, PSO-RPCO led procurement activities and other related activities;

Composition:

Unit Head	:	Benito B. Betito
Asst. Unit Head:		Engr. Joel Bueno
Members:		Fatima Ana C. Buban
		Rainelda B. Bitara
		Jamie France Bertillo
		Romeo Mirandilla
		June Antonette Binalla
		Romela E. Montesinay

Section 3.8. Monitoring and Evaluation Unit. The M&E Unit shall be responsible of the following:

1. Implements and maintains the Project Management Information System in the municipality ensuring that systems problems are immediately attended to or reported to RPCO;
2. Coordinates all M&E activities in the participating barangays under municipality's jurisdiction;
3. Identify problems and issues which impede program implementation for remedial actions at the municipality level and elevate unresolved issues and problems to the PPMIU for resolution and/or actions;
4. Generates and submits the prescribed M&E reports to RPCO;
5. Provides technical and administrative assistance to review missions of Department of Agriculture - Central office, the World Bank, and other agencies that may undertake such missions.

Composition:

Unit Head	:	Atenogenes Reaso
Asst. Unit Head	:	Edita Benavente
Members	:	Romulo Bilan

Section 3.9 Geomapping and Governance Unit. The GGU shall be responsible of the following:

1. Coordinate to all other sub-units to see to it that all PPA's are carried out, and is in compliance and aligned with the platform of good governance.
2. Provides necessary information to the MPMIU on the latest news and guidelines in the attainment of public accountability and good governance.



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3. Submit reports to the MPMIU Chairman on matters relative to best practices of some LGU's worth replicating for.
4. In charge of geomapping / geotagging activities.

Composition: Marife Velasquez
Marc Thomase Mortega
Lea Lyn Avila
Ryan Henry Buling
Engr. Jolly Dawn Garay
Arjay Montealegre

Section 4.0 GAD Unit. The GAD unit shall ensure the GAD issues and concerns are mainstreamed and integrated in the different programs, projects and activities under PRDP.

Section 4. Budget. Necessary fund shall be provided for the operation and maintenance to carry out the smooth implementation and management of the project.

Section 5. Effectivity. The Executive Order shall take effect immediately and will continue until termination of the PRDP or until amended or revoked.

ISSUED this 15th day of August 2022 at Malilipot, Albay


CENON B. VOLANTE
Municipal Mayor

cc: Hon. Mayor
Honorable Sangguniang Bayan
DILG
All Concerned