



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 03

Series of 2023

"AN ACT REORGANIZING THE MUNICIPAL PROJECT MANAGEMENT AND IMPLEMENTING UNIT (MPMIU) OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP) IN THE MUNICIPALITY OF BAYAMBANG"

WHEREAS, the Municipality of Bayambang, Pangasinan recognizes the Philippine Rural Development Program (PRDP) as one of the platforms to attain economic growth and improvement in the standard of living of its people, particularly those from the agriculture sector;

WHEREAS, there is a need to reorganize this Unit considering that the new term of local officials started last June 30, 2022, thus, the need for this Unit to be reorganized and strengthened to comply with the provisions of the law and to sustain implementation;

NOW THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO, Municipal Mayor of Bayambang, Pangasinan, by virtue of the powers vested in me by law, do hereby **reorganize the Municipal Project Management and Implementing Unit (MPMIU) of the Philippine Rural Development Project (PRDP)** as follows:

Chairman : **HON. MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**
Municipal Mayor

Vice-Chairman : **HON. IAN CAMILLE C. SABANGAN**
Municipal Vice Mayor

SECTION 1. The **MPMIU-PRDP** shall be composed of the following:

COMPOSITION:

Unit Head : **ATTY. RODELYNN RAJINI S. VIDAD**
Asst. Unit Head : **ATTY. BAYANI B. BRILLANTE JR**
Members : **MA-LENE S. TORIO**
ANNIE E. DE LEON
ENGR. JOJO DE GUZMAN
ENGR. FELIPE RIVERA JR.
ZYRA N. ORPIANO
KIMBERLY P. BASCO
GENEVIEVE U. BENEBE

"Baley ko, Pawilen ko, Aroen ko, tan Tubungan ko"



THE LONGEST BARBEQUE
8.016 KILOMETERS
April 4, 2014
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE (Supported)
50.23M
April 5, 2019
St. Vincent Ferrer Prayer Park
Barangay Bani, Bayambang
Pangasinan, Philippines

OFFICE OF THE MAYOR
Municipal Hall, Roxas St. Zone II,
Bayambang, 2423 Pangasinan
(075) 633-1000 Loc. 100

RICKY V. BULALAKAW
JOSEPH ANTHONY F. QUINTO

- 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 Agreement, and;
- B. Ensure that the provision of the MOA for each sub-project relative to financial and institutional accountabilities are defined and observed accordingly.

SECTION 3. There shall also be organized Project Component Action Teams with their corresponding composition and functions.

SECTION 3.1. The I-PLAN: Investment for Agriculture Fisheries Modernization Planning Team 2 at the Local and National Level:

- 1. In coordination with PPMIU, provides overall management of I-PLAN activities in the municipalities;
- 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. Assess 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 mechanisms;
- 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 the 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	:	MA-LENE S. TORIO
Asst. Unit Head	:	ZYRA N. ORPIANO
Members	:	JOSEPH ANTHONY F. QUINTO SYLVESTER CALDERON ZARAH JANE C. REDRINO DEXTER R. MAGTAAN ALBERT LAPURGA

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

1. Manages feasibility study and detailed engineering (FSDE) preparation, procurement, contract administration and construction supervision of infrastructure subprojects.
2. Coordinates with the RPCO-IBUILD; regarding infrastructure development and other and other infrastructure related concerns.
3. Facilitates / assists the Bid and Awards Committee (BAC) in the infrastructure subprojects procurement process;
4. Prepares and submits Work and Financial Plan and other reports on the status of sub-projects to the MPMIU head.

COMPOSITION:

Unit Head : **ENGR. FELIPE RIVERA**
 Asst. Unit Head : **JR. ARCH. JOYCE MANLONGAT**
 Members : **ENGR. JAYMARK AUSTRIA**
ENGR. GENUEL MABANGLO

SECTION 3.3. The I-REAP: Investment in the Rural Enterprises and Agriculture & Fisheries Productivity Team Shall be responsible for the management and implementation of the enterprise sub project and shall have the following duties and functions:

1. Attend assists in the conduct of enterprise identification, prioritization, validation of the proposed enterprise;
2. Prepares and finalizes business plans;
3. Attends series of workshop in the preparation, finalization and approval of enterprise;
4. Conducts analysis of market trends, industry situation, and market potentials of priority commodities;
5. Proposes capability building activities (trainings and workshops) for the I- REAP proponent groups and beneficiaries;
6. Coordinates the conduct of cluster-wide training sessions and workshops for I- REAP beneficiaries;
7. Participates in the monitoring and evaluation of I-REAP activities.

COMPOSITION:

Unit Head : **ZYRA N. ORPIANO**
 Asst. Unit Head : **LUISITA B. DANAN**
 Members : **JOSEPH ANTHONY F. QUINTO**
ATTY. MELINDA ROSE R. FERNANDEZ
RENATO VELORIA

SECTION 3.4. Social and Environmental Safeguards (SES), ensure the compliance and implementation of social considerations and safeguards policy of the program. Specifically, the team will be tasked to:

A. Social and Environmental Safeguards

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

2. Ensure alignment of social and environmental safeguards-related issues among all project components;
3. Conduct appraisal and Review of Feasibility Studies, Detailed Engineering Designs and Business Plans to check compliance to Social and Environmental Management Framework and Guidelines;
4. Coordinate with the concerned. Unit on the status of I-BUILD, I-REAP, and NRM 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. Prepare and submit timely and regular progress reports indicating status of compliance to environmental safeguards policy;

COMPOSITION

a. Social Safeguard

Unit Head : **KIMBERLY P. BASCO**
Asst. Unit Head : **DR. PAZ F. VALLO**
Members : **DR. ADRIENNE A. ESTRADA**

b. Environmental Safeguard

Unit Head : **GENEVIEVE U. BENEBE**
Asst. Unit Head : **JOSEPH ANTHONY F. QUINTO**
Members : **LUZ B. CAYABYAB**
ERIC MALICDEM

B. Grievance Redress Mechanism

1. The LGU through GRM Unit together with the Project Support Office (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 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 found 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.
8. When the complaint is resolved, the GRM Unit shall forward copy of the Complaint Form signed by the complainant/head of household of the Mayor.

COMPOSITION:

Unit Head : **ATTY. RODELYNN RAJINI S. VIDAD**
 Asst. Unit Head : **ATTY. BAYANI B. BRILLANTE, JR.**
 Members : **ATTY. MELINDA ROSE FERNANDEZ**
NORA R. ZAFRA

SECTION 3.5. Finance Team - shall 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. Prepare and consolidate 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 the RPCO regarding fund releases and submission of its corresponding liquidation documents;
7. Prepare 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 : **LUISITA B. DANAN**
 Asst. Unit Head : **ERLINDA S. ALVAREZ**
 Members : **PETER B. CARAGAN**
ELSIE C. DULAY
MA-LENE S. TORIO
FLEXNER M. DE VERA

SECTION 3.6. Procurement Team - S I conduct the following activities:

1. Prepare Procurement Plan, Bid Evaluation Report (BER) Review Report and other required financial documents;
2. Prepare procurement documents other documentary requirements for endorsement to RPCO;
3. Prepare 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 : **RICKY V. BULALAKAW**
Asst. Unit Head : **STEPHANY J. CARAGAN**
Members : **CATHERINE DC. PISCAL**
MARILOU R. MAGAT
BAC Secretariat Staff

SECTION 3.7. Monitoring and Evaluation Team - shall be responsible for the following:

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

COMPOSITION:

Unit Head : **FELIPE RIVERA JR.**
Asst. Unit Head : **ENGR. JOJO DE GUZMAN**
Members : **MA-LENE S. TORIO**
JOSEPH ANTHONY F. QUINTO
ENGINEERING STAFF

SECTION 3.8. Geo-mapping and Governance Team - shall be responsible for the following:

1. Coordinate to all other sub-units go see to it that all PPA's are carried out and is in compliance and aligned the platform of good governance.
2. Provide necessary information to the MPMIU on the latest news and guidelines in the attainment of public accountability and good governance.
3. Submit reports to the MPMIU Chairman on matters relative to best practice of some LGU's worth replicating.
4. In-charge of geo mapping / geo tagging activities.

COMPOSITION:

Unit Head : **ANNIE E. DE LEON**
Asst. Unit Head : **ENGR. JOJO DE VERA**
Members : **ENGR. JAYMARK AUSTRIA**
ENGR. EDILBERTO T. TABION
VESEL PAGSOLINGAN
LLOYD P. CATABAY
CAREEN FERNANDEZ

SECTION 3.9. GAD Team - shall ensure the GAD issues and concerns are mainstreamed and integrated in the different programs, projects and activities and PRDP.

COMPOSITION:

Unit Head : **KIMBERLY P. BASCO**
Asst. Unit Head : **VENUS M. BUENO**
Members : **JOCELYN S. ESPEJO**

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. SEPARABILITY CLAUSE. If any provision of the Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 6. REPEALING CLAUSE. All other orders, rules, regulations and issuances, or parts thereof, which are inconsistent with this Order, are hereby repealed, amended or modified accordingly.

SECTION 7. EFFECTIVITY CLAUSE. This Executive Order shall take effect immediately and will continue until amended or revoked.

Done in the Municipality of Bayambang, Province of Pangasinan, and this 18th day of January 2023.

HON. MARY CLARE PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

