



**EXECUTIVE ORDER NO. 03, SERIES OF 2021**

**AN ORDER RECONSTITUTING THE PROJECT MANAGEMENT IMPLEMENTATION UNIT (PMIU) OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP) IN THE CITY OF SORSOGON**

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

**WHEREAS**, the City Government of Sorsogon 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 Economic Zone Project, a banner program of the city 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 city level who shall work with the DA as a team in support of the project is imperative;

**WHEREAS**, there is a need to reconstitute the Project Implementation Unit of the PRDP in the City of Sorsogon in order for the team to be more effective and efficient in the performance of their tasks;

**NOW, THEREFORE I, MA. ESTER E. HAMOR**, Mayor of the City of Sorsogon, by virtue of the powers vested in me by law, do hereby order the Reconstitution of the Project Management and Implementation Unit (PMIU) in the City of Sorsogon, as follows:

**Section 1. Composition.** The Philippine Rural Development Program (PRDP) – Project Management and Implementation Unit (PMUI) shall be composed of the following:

- |             |   |  |
|-------------|---|--|
| Chairperson | : | <b>ATTY. MARK GERALD D. GUIRINDOLA</b><br>City Administrator                 |
| Members     | : | <b>ADELINE J. DETERA</b><br>City Agriculturist                               |
|             |   | <b>DR. ALEXANDER S. DESTURA</b><br>City Veterinarian                         |
|             |   | <b>ENGR. ROEL E. DOMER</b><br>Officer-in-Charge<br>City Engineering Office   |
|             |   | <b>RONANDO F. GERONA JR.</b><br>City Environment & Natural Resources Officer |
|             |   | <b>ENGR. ORLANDO F. HUENDA</b><br>City Planning and Development Coordinator  |
|             |   | <b>CHRISTINE N. MERALPES</b><br>City Accountant                              |

**JINKY E. AQUINO**

City Budget Officer

**MAGDALENA D. PALADIN**

Acting City Treasurer

**MABEL E. MORANO**

City Local Government Operations Officer

**Section 2. Duties and Function.** The PRDP – PMUI shall have the following duties and functions:

- 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 (MOA); and
- b. Ensure that the provisions stipulated in the MOA for each subproject relative to financial and institutional accountabilities are defined and observed accordingly.

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

**Section 3.1.** The **I- PLAN:** Investment for Agriculture Fisheries Modernization Planning at the Local and National Level shall have the following composition and functions:

**Composition:**

Unit Head	:	Engr. Orlando F. Huenda
Asst. Unit Head	:	Adeline J. Detera
Members	:	Christine N. Meralpes Jinky E. Aquino Livia A. Lareza Engr. Roel E. Domer Arch. Eda J. Bon Nancy D. Caballero

**Functions:**

1. In coordination with PPMIU, provides overall management of I-PLAN activities in the city;
2. Assesses the sub-project proposals coming from the People’s Organization with respect to the City Commodity Investment Plan (CCIP) 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 City 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.

**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 composition, duties and functions:

**Composition:**

Unit Head	:	Engr. Roel E. Domer
Asst. Unit Head	:	Engr. Orlando F. Huenda
Members	:	Christine N. Meralpes Jinky E. Aquino

Magdalena D. Paladin  
Arch. Maria Lara J. Matabuena  
Engr. Brando D. Jejillos  
Nancy D. Caballero

**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 PMIU head.

**Section 3.3. The I-REAP:** Investment in the Rural Enterprises and Agriculture & Fisheries Productivity shall be responsible for the management and implementation of the enterprise subproject and shall have the following composition, duties and functions:

**Composition:**

Unit Head	:	Dr. Alexander S. Destura
Asst. Unit Head	:	Adeline J. Detera
Members	:	Engr. Orlando F. Huenda Irma G. Discaya Victor Janoras

**Functions:**

1. Attend/assist in the conduct of enterprise identification, prioritization, validation of the proposed enterprise;
2. Prepare and finalize business plans;
3. Attend series of workshop in the preparation, finalization and approval of enterprise;
4. Conduct analysis of market trends, industry situations, and market potentials of priority commodities;
5. Propose capability building activities (trainings and workshops) for the I-REAP proponent groups and beneficiaries;
6. Coordinate the conduct of cluster-wide training sessions and workshops for I-REAP beneficiaries;
7. Participate in the monitoring and evaluation of I-REAP activities.

**Section 3.4. Social and Environmental Safeguards (SES).** There shall be Social Environmental Safeguards (SES) to ensure compliance and implementation of social considerations and safeguards in line with the policies of the program. The SES Unit shall be headed by the City Environment and Natural Resources Officer (CENRO) and shall have the following composition, duties and functions:

**Composition:**

Unit Head	:	Ronando F. Gerona Jr.
Asst. Unit Head	:	Luisito H. Mendoza
Members	:	Josie L. Jadie Uricar D. Diaz

**Functions:**

1. It 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, 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 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;

**Section 3.5. Grievance Redress Mechanism.** There shall be a Grievance Redress Mechanism which shall have the following composition, duties and functions:

**A. 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; and
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. Mark Gerald D. Guirindola
Asst. Unit Head	:	Atty. Cyril C. Oropesa
Members	:	Mr. Claudio D. Jazmin Jr. Hon. Erwin J. Duana

**Section 3.8. 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:**

Unit Head	:	Christine N. Meralpes
Asst. Unit Head	:	Rodel E. Ferreras
Members	:	Engr. Orlando F. Huenda Jinky E. Aquino Magdalena D. Paladin Christian D. Sanchez

**Section 3.9 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	:	Magdalena D. Paladin
Asst. Unit Head	:	Christine N. Meralpes
Members	:	Jinky E. Aquino Engr. Orlando F. Huenda

**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;
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	:	Dr. Rolando E. Dealca
Asst. Unit Head	:	Atty. Mark Gerald D. Guirindola
Members	:	Jinky E. Aquino Dr. Alexander E. Destura Engr. Orlando F. Huenda Nancy D. Caballero

**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	:	Mabel E. Morano
Asst. Unit Head	:	Engr. Orlando F. Huenda
Members	:	Representative from a Civil Society Organization

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

**Composition:**


Unit Head	: Engr. Orlando F. Huenda
Asst. Unit Head	: John Jason L. Palma
Members	: Roy F. Elli

**Section 4. 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 funding 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.

DONE this 5<sup>TH</sup> day of February, 2021 at Sorsogon City, Philippines.

  
**MA. ESTER E. HAMOR**  
City Mayor