



## EXECUTIVE ORDER NO. 35 Series of 2023

### CREATING THE MUNICIPAL PROJECT MANAGEMENT AND IMPLEMENTING UNIT (MPMIU) UNDER THE PHILIPPINE RURAL DEVELOPMENT PROJECT SCALE-UP (PRDP SCALE-UP)

**WHEREAS**, the Philippine Rural Development Project (PRDP) is a national government platform for an inclusive, value-chain oriented, and climate resilient agriculture and fisheries sector;

**WHEREAS**, the Project will be jointly funded by the World Bank, National Government-Department of Agriculture (DA) and the Local Government Units (LGUs);

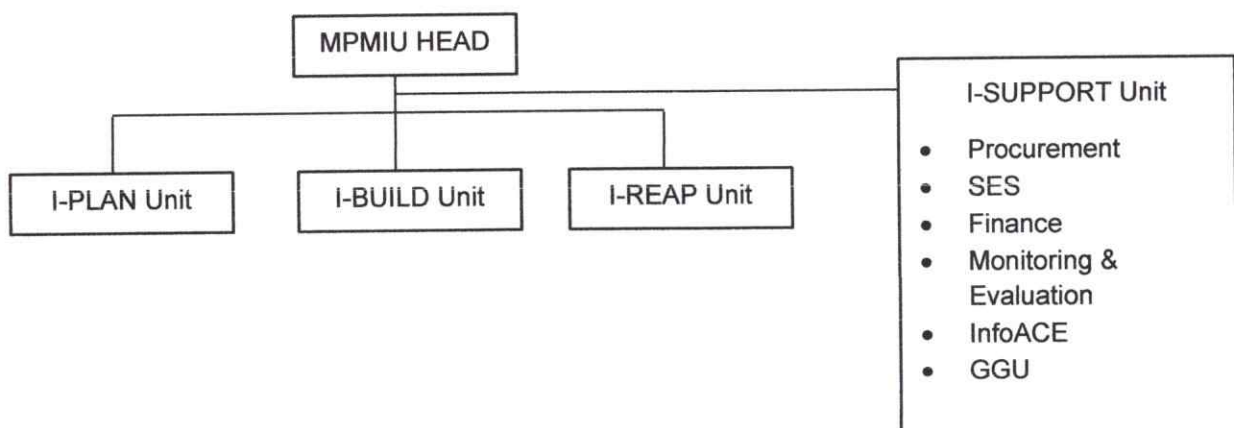
**WHEREAS**, the Project's development objectives are to increase farmers' income and develop a more market-oriented and climate-resilient agriculture and fishery sector developed in program areas;

**WHEREAS**, the Project is now on its implementation stage and there is a need to create the Municipal Project Management Implementation Unit (MPMIU) to better meet the requirements of the Program Design and to avail earlier investment support.

#### NOW THEREFORE,

I, **ISIDRO T. CABADDU**, by virtue of the power vested in me by law as Municipal Mayor of **Camalaniugan, Cagayan**, do hereby order:

**Section 1. Organizational Structure of the MPMIU.** The Municipal Project Management and Implementing Unit shall have the following structure:





**Section 2. Composition of the MPMIU.** The Municipal Project Management and Implementing Unit (MPMIU) shall compose of the following staff:

Unit /Subunit/ Personnel	Name	Position/ Designation in the PLGU
MPMIU Head	EDIMAR P. CABAYA, EnP	MPDC
I-PLAN Head	EDIMAR P. CABAYA, EnP	MPDC
I-PLAN Staff	JACQUELINE U. BUCAYU, EnP	Planning Officer II
I-BUILD Head	ENGR. ROWELL M. BANGAYAN	Municipal Engineer
I-BUILD Staff	ENGR. REYMOND PALMEA	Engineer II
I-REAP Head	EDIMAR P. CABAYA, EnP	MPDC
I-REAP Staff	JACQUELINE U. BUCAYU, EnP	Planning Officer II
I-SUPPORT Head	JANET A. TAPEC	Municipal Budget Officer
Finance Unit Head	MERCENIÑA A. CASIBANG, CPA	Municipal Accountant
Procurement Unit Head	JANET A. TAPEC	Municipal Budget Officer
Monitoring & Evaluation Unit Head	ENGR. JULIUS I. URMATAM	General Services Officer
Social and Environmental Safeguards Unit Head	JACQUELINE U. BUCAYU, EnP	Planning Officer II
Grievance Redress Mechanism Focal Person	ENGR. ANN BERNADETTE U. BALALLO	Municipal Assessor
InfoACE Unit Head	ROSEMARIE S. ASPURIA	Public Information Officer II
Governance & Geomapping Unit Head	JOEREN S. TOLLO	Project Evaluation Officer I

**Section 3. Functions of the MPMIU.** The MPMIU shall have the following functions:

1. Manage the overall Project implementation at the provincial level;
2. Assist in the Social Assessment of the municipality;
3. Provide assistance to the Project implemented at the provincial level;
4. Provide implementation support to Barangay Local Government Units (BLGUs) and People's Organizations (POs);
5. Provide capacity-building support to BLGUs;
6. Serve as the Project facilitator and coordinator at the municipal level;
7. Conduct assessment of implementation, meetings, and workshops with BLGUs and POs; and
8. Submit reports to the PRDP Regional Project Coordinating Office (RPCO).



**Section 3.1. The investment for AFMIP planning at the local and National Levels (I-PLAN) Unit.** Comprising of staff from the Municipal Planning & Development Office (MPDO), the I-PLAN Unit shall have the following duties and functions:

1. In coordination with the RPCO, provides overall management of I-PLAN activities in the municipality;
2. Assess the sub-project proposals coming from the BLGUs with respect to the Provincial Commodity Investment Plan (PCIP) of the province using the value-chain approach;
3. Assess capability-building requirements of participating BLGUS, POs, and other interested entities as the basis for capability programs;
4. In collaboration with 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 BLGUs and POs in strengthening their capabilities in planning, implementation, operation and maintenance, monitoring and evaluation of the Agriculture & Fisheries Modernization and Industrialization Plan (AFMIP) and the PCIP;
6. Assist the MPDO in integrating the PLGUs' Poverty Reduction Plan, Women Development Plan, AFMIP, and IPDP and plans for other vulnerable groups into the Comprehensive Municipal Development Plan;
7. Ensure that the local development plans are prepared through a participatory approach and harmonized with the provincial, regional, and national plans; and
8. Prepare and submit reports to the MPMIU Head.

**Section 3.2. The Intensified Building-Up of Infrastructure & Logistics for Development (I-BUILD) Unit.** Largely comprising of staff from the Municipal Engineering Office, the Unit is responsible for the management and implementation of the rural infrastructure component and, specifically, shall have the following duties and functions:

1. Assist the BLGUs in the prioritization, feasibility study, and detailed engineering preparation, procurement, contract administration, and construction supervision of infrastructure subprojects;
2. In tandem with the RPCO, evaluate and validate infrastructure subproject proposals of the MLGUs;
3. Assist the BLGUs in preparing Feasibility Studies and Detailed Engineering (FSDE) of irrigation subprojects and coordinate with the RPCO I-BUILD Unit regarding infrastructure development and other infrastructure-related concerns;
4. Review detailed engineering designs, program of works, feasibility studies, and bid documents submitted by the BLGUs;
5. Facilitate/assist the Municipal Bids and Awards Committee (BAC) in the infrastructure subproject procurement processes; and
6. Prepare and submit reports to the MPMIU Head.

**Section 3.3. The Investment for Rural Enterprises and Agricultural & Fisheries Productivity (I-REAP) Unit.** Comprising of staff from the Municipal Agriculture Office, the Unit shall have the following duties and functions:



1. Provide/facilitate technical assistance to the MPMIU I-REAP Unit in managing and implementing the I-REAP subprojects;
2. Provide/facilitate the enhancement of the extension delivery system and provision of market support/facility to the Peoples Organizations (PO)-beneficiaries through the MPMIU I-REAP Unit;
3. Coordinate with the MPMIU Finance Unit for the timely deposit of the annual required counterpart funds and release of funds for implementing approved subprojects of the municipality;
4. Assist AFMIP integration into the Local Development Plans;
5. Assist the BLGUs, PRDP Regional Project Coordination Office (RPCO), and the Regional Program Advisory Board (RPAB) in prioritizing and evaluating Subprojects;
6. Collaborate with the Municipal and barangay planning team on establishing priority production zones using the PCIP and value chain approach to develop 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.

**Section 3.4. The Support to the Project Implementation (I-SUPPORT Unit).**  
The I-SUPPORT Unit shall comprise the following sub-units.

**Section 3.4.1. The Finance Sub-unit.** Comprises 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 and administrative aspects of the Project and, specifically, shall have the following duties and functions:

1. Review Work and Financial Plans of participating BLGUs for RI, CFAD, and NRM Components;
2. Manage the Funds for the PRDP subprojects at the provincial level;
3. Maintain and submit liquidation reports or statements of expenditures (SOE) on Community subprojects;
4. Participate in resource management planning and implements strategies to increase the collection of local revenues;
5. Participate in enhancing local governance systems and mechanisms 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.
- 7.

**Section 3.4.2. The Procurement Sub-Unit.** Comprising of staff involved with the Municipal Bids and Awards Committee and the Technical Working Group, the Unit shall be responsible for:

1. Prepare and submit the Procurement Plan containing the subprojects to be implemented by the MLGU;
2. Assist the BLGUs and FCAs in preparing their Procurement Plan containing the subprojects to be implemented by the MLGU;
3. Review the procurement of goods and works of the PRDP being implemented by the MLGU;



4. Conduct & initiate the procurement of works and goods of subprojects covered under the PRDP; and
5. Submit reports to the MPMIU head on matters relating to procurement.

**Section 3.4.3. The Monitoring and Evaluation (M & E) Sub-unit.** Comprising of staff from the Municipal Planning and Development Office (PPDO), the Unit shall have the following duties and functions:

1. Coordinate all M&E activities in the participating barangays under the municipality's jurisdiction;
2. Implement and maintain the Program Monitoring Information System in the municipality, ensuring that systems problems are immediately attended to or reported to RPCO,
3. Identify problems and issues which impede Program implementation for remedial actions at the municipal level and elevate unresolved issues and problems to the RPCO for resolution/ or action,
4. Generate and submit the prescribed reports to RPCO based on municipal reports;
5. Ensure 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 MPMIU Sub-units;
7. Conduct all PRDP M & E training for the MPMIU under its jurisdiction;
8. Provide technical advisory services to MPMIU on areas pertaining to the Project's M & E system;
9. Provide technical and administrative assistance to review missions of the DA Central Office, the World Bank, and other agencies that may undertake such missions; and
10. Provide other forms of assistance that may be requested by RPCO through the Provincial Governor from time to time.

**Section 3.4.4. The Information, Education, Advocacy, and Communication Sub-unit (InFoAce).** The unit shall spearhead the conduct of municipality-wide information, education, advocacy, and communication planning and execution. Specifically, it shall have the following functions:

1. Mainstream the PRDP IEAC activities into the regular plans of the Municipality;
2. Facilitate the conduct of municipality-wide information, education, advocacy, and communication planning and execution;
3. Work and interface with the Program Components at the MPMIU in order to determine the IEAC requirements/ recurring needs of the components;
4. Lead in the execution of the Municipal IEAC Plan;
5. Provide feedback to the Regional Information, Education, Advocacy and Communication Unit for possible revision and improvement of advocacy materials; and
6. Facilitate the documentation of best practices and successful project implementation at the provincial and municipal levels;



7. Consolidate and package the annual program report of the program to be submitted to the MPMIU for review.
8. Facilitate the publication and dissemination of project accomplishments;
9. Establish and maintain media relations of the MPMIU.

**Section 3.4.5. The Social and Environmental Safeguard (SES) Sub-Unit.** The 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. 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 other MPMIU units, provide technical assistance to the participating municipalities in the compliance of the same whenever the Program requires;

**Section 3.4.5.1 The Grievance Redress Mechanism (GRM) Focal Person.** The GRM focal person shall seek feedback from project beneficiaries and resolve complaints on project activities and performance. The GRM focal shall ensure that (i) the public within the project influence area are aware of their rights to access and shall have access to the mechanism free of administrative and legal charges; (ii) that these rights and interests are protected from poor project performance, especially of beneficiaries and affected persons; and (iii) concerns arising from project performance in all phases are addressed effectively.

**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 Provincial Administration shall:

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

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

**DONE** this 18<sup>th</sup> day of **July, 2023** in the Municipality of Camalaniugan, Province of Cagayan.

  
**ISIDRO T. CABADDU**  
Municipal Mayor