



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 2021 – 15 Series of 2021

AN ORDER AMMENDING THE PROJECT MANAGEMENT COMMITTEE (PMC) IN THE MUNICIPALITY OF BULAKAN, BULACAN

WHEREAS, the National Expenditure Program (NEP) is a reform program of the DILG that seeks to rationalize inter-governmental transfers of the national government to Local Government Units (LGUs) and encourage the convergence of local development initiatives with national development agenda and priorities as one of our international commitments. It is a subsidy given to eligible LGUs under the Local Governance Performance Management Program of the Department to support high-impact local development projects identified as a priority by the LGU;

WHEREAS, Executive Order No. 376 s. 1989, as amended by E.O. 93 s. 1993, established the Regional Project Monitoring and Evaluation System (RPMES) to facilitate program implementation and devolve facilitation, problem-solving, monitoring and evaluation of foreign, national and locally-funded project to the sub-national level;

WHEREAS, DILG MC No. 2004-78 dated June 22, 2004 mandates the organization/reactivation of Project Management Committee (PMC) in the Local government unit who shall monitor, inspect and implement all projects of the LGU as the arm of the Municipal Development Council (MDC). The Committee shall have functions, duties and responsibilities expressly stated in this Order;

WHEREAS, the Project Management Committee (PMC) was expanded and supplemental committees shall be formed to include:

1. Foreign and nationally funded projects including development projects funded from Internal Revenue Allotment (IRA) share of the LGUs supported by funds released directly to the Municipality;
2. Projects funded from Locally Granted resources which are implemented within the Municipality;

NOW, THEREFORE, I, VERGEL C. MENESES, Municipal Mayor of Bulakan, Bulacan by virtue of power vested in me by law and the constitution do hereby **create the SUPPLEMENTAL TEAMS for the PROJECT MANAGEMENT COMMITTEE (PMC)** in the Municipality of Bulakan, Bulacan, whose composition, functions, duties and responsibilities are expressly stated:

SECTION 1. THE PROJECT MONITORING TEAM. There shall be created a Project Monitoring Committee composed of the following:

1.a. Composition

Chairperson: **LEONORA B. MAGDANGAL**
Municipal Treasurer

Members: **ARCHIE CORONEL**
MLGOO

PAUL VINCENT MORELOS
Municipal Accountant

MARISSA DE LINO
Municipal Budget Officer

JERICO S. CUNANAN
MPDC (OIC)

BULAKAN COOPERATIVE DEVELOPMENT COUNCIL

1.b. Duties and Responsibilities

- a. Provide list of projects to be monitored to NGOs involved in project monitoring;
- b. Collect and process reports implementers and NGO monitors on the status of project implementation for the Municipal Development Council and the Provincial Project Monitoring Committee;
- c. Pinpoint problems, verify, information and recommend remedial measures to be submitted for analysis and action of the Municipal Development Council;
- d. Provide feedback on the remedial actions of the Municipal Development Council and follow up their implementation;
- e. Prepare and disseminate periodic (monthly or quarterly) project monitoring reports on the status of projects implementation; and
- f. Elevate to higher bodies problems/issues which are not resolved at their level.

SECTION 2. THE PROJECT INSPECTION TEAM. There shall be created a Project Inspection Team composed of individuals who originates from the different offices of the municipality:

2.a. Composition

Chairman - **ENGR. MA. EMMIE FERNANDO**
Municipal Engineer

Members - **PAUL VINCENT MORELOS**
Municipal Accountant

LEONORA HERNANDEZ
General Services Officer

DEPARTMENT HEAD
(Project Involves/Originate)

EVELYN VILLALUZ
Municipal Information Officer

2.b. Functions

- a. Monitor the materials expediting/inspection activities;
- b. Ensure material delivered is inspected for conformance to specifications;

- c. Cooperate with estimating department/Municipal Price Coordinating Council in providing cost data of the item purchased;
- d. Received and review purchase requisitions.
- e. Liaise with requesting office personnel to manage timely inspection of the goods on order as well as to arrange for field expediting visits when required.
- f. Ensure quality materials/services delivered/rendered.

SECTION 3. THE PROJECT IMPLEMENTATION TEAM (PIT). There shall be created a Project Implementation Team that is tasked to implement and realize the project in accordance to the provisions stipulated in the DILG Circular:

3.a. Composition

Chairman	-	DR. REYNALDO P. GLORIA Municipal Administrator
Members	-	ENGR. MA. EMMIE FERNANDO Municipal Engineer
		PAUL VINCENT MORELOS Municipal Accountant
		LEONORA B. MAGDANGAL Municipal Treasurer
		CANDELARIA MARTINEZ MDRRMO (OIC)
		JERICO S. CUNANAN MPDC (OIC)
		PRISCILLA D. REYES Executive Assistant

3.b. Functions

- a. Implement the project in accordance with the provisions stipulated in the contract/agreement;
- b. Spearheaded the Project Inspection Team and Project Monitoring Team;
- c. Project supervision and contract management for projects funded by national government;
- d. Prepare and submit LCE-Monthly report in accordance with the guidelines.

SECTION 4. THE SECRETARIAT. There shall be created a Project Management Committee Secretariat that is tasked and compose of the following:

4.a. Composition

Secretariat: **MPDC, ENGINEERING and DILG STAFF**

4.b. Duties and Responsibilities of the Secretariat

- a. Prepare the monitoring program to be undertaken by the Committee during any given fiscal year, which will include, among others, the list of project and schedule of implementation based on submission of implementing agencies.

- b. Provide the Municipal Mayor with information on the project to be monitored by the Committee; and
- c. Facilitate inter-agency, inter-governmental and field headquarters coordination.

SECTION 5. TERM OF APPOINTMENT OF NGO/PO MEMBERS. The term of office of the NGO/PO members of the Committee shall be one (1) year without prejudice to reappointment. If applicable, NGO/PO members of the Committee may act in hold-over position.

SECTION 6. FILLING IN OF VACANCY. Any of the vacancy of the NGO/PO membership of the Committee shall be filled with the Municipal Mayor from the list of nominees only for unexpired term.

SECTION 7. REPEALING CLAUSE. All other orders, rules, regulations, and issuances or parts thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.

Section 8. EFFECTIVITY CLAUSE. This Executive Order shall take effect immediately upon the date hereof and shall remain in effect until rescinded, repealed or amended.

SO ORDERED.

Done this 6th day of May, 2021 hereat the Municipality of Bulakan, Bulacan.


VERGEL C. MENESES
Municipal Mayor