



Republic of the Philippines  
Province of Bohol  
MUNICIPALITY OF TRINIDAD

**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO. 17**  
Series 2023

**"AN ORDER RECONSTITUTING THE MUNICIPAL COORDINATING TEAM (MCT) FOR THE IMPLEMENTATION OF THE KALAHY-CIDSS-NCDDP-ADDITIONAL FINANCING PROJECT IN THE MUNICIPALITY OF TRINIDAD, BOHOL"**

**WHEREAS**, the Municipality of Trinidad, Bohol is recently identified by the DSWD Regional Office VII to be a partner and conduit of the DSWD KALAAHI CIDSS-NCDDP-ADDITIONAL FINANCING (KC-NCDDP-AF) which the government aims in bringing about more equitable access to basic services, reduce poverty, achieve inclusive growth and improve human development outcomes in the poorest areas of the country;

**WHEREAS**, there is a need to reconstitute the MCT in view of the implementation of this new project that is scheduled to be implemented within this year 2023;

**WHEREAS**, this body/team shall serve as the center of convergence, coordination, and monitoring of the implementation of the KC-NCDDP-AF in the Municipality of Trinidad, Bohol;

**NOW, THEREFORE, I, Atty. ROBERTO C. CAJES, Ph.D.** Mayor of the Municipality of Trinidad, Bohol, by virtue of the powers vested in me by law do hereby order the **RECONSTITUTION OF THE MUNICIPAL COORDINATING TEAM (MCT) FOR THE IMPLEMENTATION OF THE KALAHY-CIDSS-NCDDP-ADDITIONAL FINANCING IN THE MUNICIPALITY OF TRINIDAD, BOHOL** with the following:

**Section 1. Composition:**

The reconstituted LGU-KALAHY-CIDSS Municipal Coordinating Team (MCT) shall be composed of the following and shall receive the corresponding salaries and honorariums, to wit;

Area Coordinator	: Mr. DIEGO V. MEDINA - <i>[Signature]</i> 3/28/23
Technical Facilitators	: Engr. TEODOMIRO BALONGA - <i>[Signature]</i> 3/28/23
	: Engr. DELFIN CREDO - <i>[Signature]</i> 3/28/23
Financial Analyst	: Ms. SHERYL F. CELO - Municipal Accountant - <i>[Signature]</i> 3/28/23
	: Ms. MEDINA B. MACUA - Municipal Budget Officer - <i>[Signature]</i> 3/28/23
GAD Focal Person	: Ms. MARIETTA S. GOYENEQUE - <i>[Signature]</i> 3/28/23
Municipal Geotagger	: Mr. FLORENCIO R. CAJES - <i>[Signature]</i> 3/28/23
Municipal Data Encoder	: Mr. JOHN KENNETH CAJES - <i>[Signature]</i> 3/28/23
Community Facilitators	: Ms. JOVELYN T. APAO - <i>[Signature]</i>
	: Ms. JANEL I. DACOYLO - <i>[Signature]</i>
	: Mr. JOHN PAUL D. PUROG - <i>[Signature]</i>

Receive by: *[Signature]* 03-28/23

**Section 2. Duties and Functions.**



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5. Assist the BDC especially the Barangay Treasurer and community Bookkeeper in installing a filing system;
6. Provide updates to the Municipal Finance Analyst regarding the community's financial status;
7. Supervises/monitors in the implementation of SPs;
8. Designed approaches to speed up the implementation and completion of the SPs; and
9. Assist the Municipal Data Encoder as the need arises.

**Section 3. Funding Requirement.**

Local Funds shall be appropriated to counterpart the implementation of the sub-projects to cover payment of wages of the project hired personnel.

**Section 4. Office.**

The MCT shall hold office inside the designated space within the Municipal Hall or area and that all office related activities shall be undertaken in the said office.

**Section 5. Meetings.**

Monthly meetings and consultations for actively assessment, evaluation and planning shall be conducted regularly or anytime as the need arises.

**Section 6. Project Monitoring.**

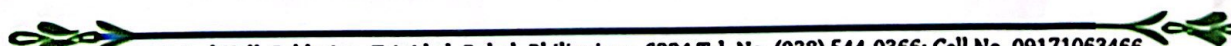
A KC\_NCCDDP\_AF Sub-project monitoring shall be conducted monthly or anytime as the need arises.

**Section 7. Effectivity.** This Executive Order shall take effect immediately. Any existing order found inconsistent thereto shall be deemed repealed or modified.

Issued this 22<sup>nd</sup> day of March, 2023 at Municipal Hall, Poblacion, Trinidad, Bohol.

  
Atty. ROBERTO C. CAJES, Ph.D.  
Municipal Mayor

*COPY FURNISHED:*  
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Human Resource Management and Development Office  
Municipal Budget Office  
Municipal Accountant  
Sangguniang Bayan

  
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**a. The Area Coordinator shall perform the following:**

1. Convenes monthly meetings with the Community Facilitators for performance assessment and updating of Plans for the succeeding period as well for problem resolution;
2. Coordinate with the Designated MIAC Secretariat to facilitate the resolution of issues, regular monitoring, identification, and mobilization of resources in response to community plans, issuance of local policies, and promoting participatory development process among others;
3. Assist the community in accessing resources;
4. Monitor and follow up on the MLGU and BLGU's compliance with the provisions of the sub-project agreement;
5. Investigate finance-related issues and complaints and immediately submit written reports and recommendations to the Local Chief Executive and RPMO to prevent misuse of funds;
6. Monitor overall activities of the Barangay sub-project/s from KC-NCDDP-AF and ensure that the projects are properly implemented; and
7. Perform other KALAH-I-CIDSS-related tasks as determined by the Local Chief Executive.

**b. The Technical Facilitators shall perform the following:**

1. Provide technical assistance to the Municipal Coordinating Team;
2. Provide assistance to the MCT- Are Coordinator in the preparation of the reports;
3. Provide technical assistance to the Barangay Development Council (BDC) in the sub-project implementation; and
4. Perform other functions assigned to them by the LCE.

**c. The Municipal Finance Analysts shall perform the following:**

1. Maintain books of accounts subsidiaries' records and files of all financial transactions of the project for all fund sources including local counterpart;
2. Review and consolidate local counterpart contribution report for submission;
3. Review the books of accounts of financial Reports at the Barangay level to ensure that the Barangay bookkeepers perform the up-to-date and accurate recording of transactions;
4. Prepare and submit financial monitoring and other regulatory reports to the RPMO;
5. Submits regular monitoring reports to the Area Coordinator;
6. Assist the BSPMC including the different units under them through job coaching in finance planning, setting up of cash book and LCC journal, bank reconciliation, and preparation of Sub-project Fund Utilization report;
7. Review all requests for fund release including the required supporting documents;
8. Review and sign all DVs prior to AC's signature on the checks; and.
9. Monitor and validates the financial status of the Barangays through field visits.

**d. The community Empowerment Facilitators shall perform the following:**

1. Motivates communities to collectively participate in the development process;
2. Assist the community in identifying their priorities and alternatives solutions as the basis on decision-making;
3. Identify and mobilize other development partners;
4. Documents positive and negative experiences for future references and enhancement, provide capacity building to community leaders/ core groups in resources mobilization, networking, monitoring, and conflict management;