



**EXECUTIVE ORDER NO. 37**  
Series of 2023

**AN ORDER CREATING THE MUNICIPAL PROJECT MANAGEMENT AND IMPLEMENTING UNIT (MPMIU) FOR THE PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP) SCALE-UP IN THE MUNICIPALITY OF TRINIDAD, BOHOL**

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

**WHEREAS**, the DA-PRDP covers all provinces/cities in the Philippines, and the Provincial/City local government units identified to participate in the implementation of the project are now required to create or strengthen their Provincial/City Project Management and Implementing Units;

**WHEREAS**, to be able to be responsive to the requirement and conform with the Program Design of the DA-PRDP Scale-Up, there is a need to organize the MPMIU of Trinidad, Bohol;

**NOW, THEREFORE, I ATTY. ROBERTO C. CAJES, Ph.D.** Municipal Mayor of Trinidad, Bohol, by virtue of the law, I do hereby order the creation of a MUNICIPAL PROJECT MANAGEMENT AND IMPLEMENTING UNIT (MPMIU) OF THE DEPARTMENT OF AGRICULTURE PHILIPPINE RURAL DEVELOPMENT PROJECT (DA-PRDP) SCALE-UP.

**Section 1. COMPOSITION.** The MPMIU shall be composed of the following:

UNIT/PERSONNEL	NAME	MLGU POSITION/ DESIGNATION
MPMIU Head	<b>Mr. Averil Brian S. Tinio</b>	Mun. Administrator
I-PLAN Head	<b>Engr. Marvis G. Dellosa</b>	MPDC
I-BUILD Head	<b>Engr. Peolito G. Orioque</b>	ME
I-REAP Head	<b>Ms. Avelina Lopjeros</b>	MA
Financial Unit Head	<b>Ms. Medina B. Macua</b>	MBO
Procurement Unit Head	<b>Ms. Elenita L. Sawan</b>	GSO
Monitoring & Evaluation Unit Head	<b>Engr. Teodomiro Balonga</b>	Engineer II
Social Environment Safeguard Head	<b>Mr. Leo G. Petarco</b>	MENRO
InfoAce Unit Head	<b>Mr. Christopher Concon</b>	MPIO

**SECTION 2. FUNCTIONS.** Headed by the Mr. Averil Brian S. Tinio, Municipal Administrator, the MPMIU shall have the following functions:

- Ensure that the roles and responsibilities of the personnel are being performed, and required outputs of project components are delivered as stated in the Memorandum of Agreements; and
- Ensure that the provision of the MOA for each subproject relative to financial and institutional accountabilities is defined and observed accordingly.



**SECTION 3. There should also be organized Project Component Action Teams**  
their composition and functions

**SECTION 3.1 THE I-PLAN:** Investment for Agricultural and Fisheries Modernization Planning Team at the Local and National Level (I-PLAN) shall have the following duties and functions, to wit:

1. In coordination with the RPCO, provides overall management of I-PLAN activities in the province/city/municipality;
2. Assess the sub-project proposal 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 barangay and People's Organization as the basis for capability programs and prepare the Municipality Investment Plan (MCIP);
4. In collaboration with the PPMIU, facilities capability assists stakeholders in the province in improving extension service delivery system and local governance system and mechanisms;
5. Coordinate the delivery of technical assistance to BLGUs and People Organization (PO) 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 viewable groups into the Comprehensive Development Plan;
7. Ensures that local development plans are prepared through a participatory approach and harmony with the provincial and regional plans; and
8. Prepare and submit reports to the MPMUI Head.

**Composition**

Unit Head	: Engr. Marvis G. Dellosa – MPDC
Asst. Unit Head	: Mr. Leo G. Petarco - MENRO
Members	: Ms. Ana Mae A. Gonzales

**SECTION 3.2 The Intensified Building-Up of Infrastructure & Logistics for Development (I-BUILD)**

1. Assist the MLGUs in the prioritization, feasibility study, and detailed engineering preparation, procurement, contract administration, and construction supervision of infrastructure subprojects;
2. In collaboration with RPCO, evaluate and validate infrastructure subproject proposal of the MLGUs;
3. Prepare Feasibility Study and Detailed Engineering Design of irrigation subprojects and coordinate with the RPCO I-BUILD unit regarding infrastructure development and other infrastructure-related concerns;
4. Review related Detailed Engineering Design, Program of Works, Feasibility Studies, and Bid Documents submitted by the P/C/MLGUs;
5. Facilitate /Assist the Bids and Awards Committee (BAC) in the infrastructure subproject procurement processes;
6. Prepare and submit reports for the Rural Infrastructure (RI) Component to the MPMUI Head.



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### Composition:

Unit Head : Engr. Peolito G. Orioque – Municipal Engineer  
Assist. Unit Head : Engr. Teodomiro Balonga – Engineer II  
Members : Engr. Delfin Credo – Engineer I

### SECTION 3.3. Investment for Rural Enterprises and Agricultural & Fisheries Productivity (I-REAP) Component.

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

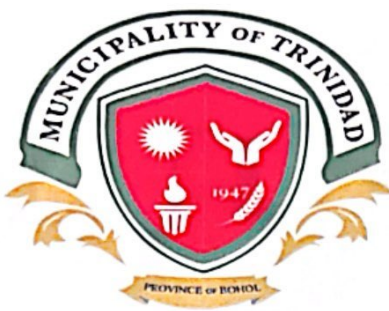
### Composition:

Unit Head : Ms. Avelina C. Lociperos – Municipal Agriculturist  
Assist. Unit head : Mr. Melchisedec O. Atop  
Members : Engr. Jaypee L. Celocia

**SECTION 3.4. SOCIAL AND ENVIRONMENTAL SAFEGUARD SES UNIT**, ensure the compliance and implementation of social considerations and safeguards policy of the program. Specifically, he/she will be tasked to:

#### A. Social and Environmental Safeguards

1. It shall carry out environmental guidelines, the environmental management plan, and the indigenous people development framework in a manner and substance satisfactory to the World Bank, including whenever required, under said guidelines and frameworks to prepare and implement an environmental management plan, resettlement action plan and indigenous people development plan, all in a manner satisfactory to the bank;
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 with Social and Environmental Management Framework and Guidelines;



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4. Coordinate with a concerned unit on the status of I-BUILD and I-REAP subprojects to ensure integration of safeguards policy of the programs 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 the status of compliance with the environmental safeguards policy;

**Composition:**

Unit Head : Mr. Leo G. Petarco - MENRO

Assist. Unit Head : Mr. Edgardo Cosme

Members : All Bantay Lasang Personnel

**B. Grievance and Redress Mechanism**

1. The LGU through the GRM Unit together with the Project Support Office (PSO), and 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 Officer (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 households or groups of households wishing to provide feedback and/or complaints about the effects of PRDP activities on their property, production system, economic well-being, spiritual life, or environmental quality.
5. The GRM Unit shall keep records of feedback and complaints 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 Offer shall take such mitigation measures as agreed in the meeting of complaints received.
8. When the complaint is resolved, the GRM Unit shall forward a copy of the Complaint Form signed by the complaint/head of household, the Mayor annotated at each stage of the process by the LGU to the concerned RPCO.



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**Composition:**

Unit Head : Mr. Reynante Magadia, MASSO  
Assist. Unit Head : Mr. Leo G. Petarco  
Members : Mr. Arnulfo Boncales

**SECTION 3.5 Economics Unit.** The Economics Unit in Coordination with the I-REAP and I-BUILD Components shall prepare the financial and economic analysis of the subproject proposal, attend activities being required or the unit, and coordinate with the RPCO counterpart(s) other relevant issues and concerns.

**Composition:**

Unit Head : Mr. Marcelo Empleo, BPLO  
Assist. Unit Head : Ms. Avelina Lopiceros  
Members : Mr. Jaypee Celocia

**SECTION 3.6 Finance Unit**

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 the collection of local revenues;
6. Coordinate with the RPCO regarding fund release 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 : Ms. Medina B. Macua - MBO  
Assist. Unit Head : Ms. Maria Evelyn Baradas - MTO  
Members : Ms. Evelyn Resane – Asst. MTO

**SECTION 3.7. Procurement Unit.**

1. Prepare Procurement Plan, Bid Evaluation Report (BER), Review Report, and other required financial documents;



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2. Prepare procurement documents and other documentary requirements for endorsement to RPCO;
3. Prepare reports of the Procurement Unit;
4. Attend procurement-related activities including coordination meetings, training, PDO-RPCO-led procurement activities, and other related activities.

**Composition:**

Unit Head : Ms. Elenita L. Sawan, GSO  
Assist. Unit Head : Ms. Vanesa Cutanda  
Members : Ms. Anna Mae Gonzales

**SECTION 3.8. Monitoring & Evaluation Unit.**

1. Coordination all M&E activities in the participating municipalities//barangay under jurisdiction of the municipality;
2. Implement and maintain the Program Monitoring Information System in the province/city/municipality ensuring that system problems are immediately attended to or reported to RPCO;
3. Identify problems and issues that impede program implementation for remedial actions at the provincial level and elevate unresolved issues and problems to the RPCO for resolution or action;
4. Generate and submit the prescribed provincial reports to RPCO;
5. Ensure that all completed data capture forms and file copies of provincial consolidation reports are properly kept for ready reference;
6. Validate reports submitted by the MPMIU;
7. Conducts all PRDP M&E training for the MPMIU under its jurisdiction;
8. Provides technical advisory service to MPMIU on areas pertaining to the Project's M&E system;
9. Provide technical and administrative assistance to review the mission 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 the RPCO through the Municipal Mayor From time to time.

**Composition:**

Unit Head : Engr. Teodomiro Balonga, Engineer II  
Assist. Unit Head : Engr. Delfin Credo  
Members : Mr. Florencio Cajés



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**SECTION 3.9. Geo-mapping and Governance Unit**

1. Conduct geotagging;
2. Collect, review, and manage geotagged photos and Keyhole Markup language Zipped (KMZ) files of the implementation project;
3. Coordinate with the contractor on the collection and review of geotagged photos vis-a-vis accomplishment;
4. Prepare thematic maps using a Geographic Information System;
5. Prepare Expanded Vulnerability and suitability Analysis (eVSA) Map in support of the preparation of Value Chain Analysis (VCA) and Municipal Commodity Investment Plan (MCIP);
6. Compute the Road Influence Area (RIA) for all proposed Farm to Market Road (FMR) and bridges using Geographic Information System (GIS);
7. Monthly submission of Geotagged photos (Accomplishment and MTQC) on all ongoing subprojects to RPCO;
8. Attend and participate in all PRDP activities;
9. Regular coordination with GGU-RPCO.

**Composition:**

Unit Head : Mr. Florencio Cajes  
Assist. Unit Head : Mr. Marlon Macua  
Members : Mr. Darwin cahulogan

**SECTION 3.10. Information, Education, Advocacy and Communication (InfoACE) Unit.**

1. Mainstreams the PRDP-IEAC activities in the regular plans of the municipality;
2. Spearheads the conduct of Municipal-wide information, education, advocacy, and communication planning and execution;
3. Works and interfaces with the Program Components at the MPMIU to determine the IEAC requirements/recurring needs of the components;
4. Leads in the execution of the City IEAC Plan;
5. Provide feedback to the Regional Information, Education, Advocacy, and Communication Unit for Possible revision and/ or improvements;
6. Spearheads in the documentation of best practices, and successful projects implementation at the Municipal level;
7. Spearheads in the publication and dissemination of project accomplishments; and
8. Establishes and maintains media relations.

**Composition:**

Unit Head : Mr. Christopher Concon  
Assist. Unit Head : Mr. Ferni F. Villamor  
Members : Mr. Vincent Pitogo

**SECTION 4. Operation and Maintenance.**

For its operations and maintenance and as deemed necessary to carry out the smooth implementation and management of the program, the MPMIU shall;



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1. Provide the MPMIU with the offered space, equipment, and support vehicle; and
2. Allocate funds for its operational requirements annually.

**SECTION 5. REPEALING CLAUSE.** All executive orders and issuances inconsistent with the provisions of this order are hereby repealed or modified accordingly.

**SECTION 6. SEPARABILITY CLAUSE.** If for any reason, a part of this Executive Order is declared illegal or invalid, other parts or provisions hereof which are not affected thereby shall remain and in full force and effect.

**SECTION 7. EFFECTIVITY.** This Executive Order shall take effect immediately upon its issuance and shall remain in force until revoked or repealed.

Issued this 4<sup>th</sup> day of September, 2023 at Municipality of Trinidad, Bohol.

  
**ATTY. ROBERTO C. CAJES, Ph.D**  
Municipal Mayor