

Republic of the Philippines
Province of Iloilo
Municipality of Bingawan

Office of the Mayor

EXECUTIVE ORDER NO. 02

AN ORDER REORGANIZING THE MUNICIPAL COORDINATING TEAM (MCT) OF KALAH CISS:NCDDP PROJECTS IN THE MUNICIPALITY OF BINGAWAN, PROVINCE OF ILOILO.

WHEREAS, The Municipal Area Coordinating Team is the frontline in the implementation mechanism of the KALAH CISS Projects and the project's institutionalization. As such, the effective facilitation of KALAH CISS development processes and interventions depends largely on the efficient performance of the MCT functions.

WHEREAS, there is a need to reorganize the Municipal Coordinating Team to facilitate LGU led CDD strategy in CDD-LPP.

WHEREAS, The Municipal Coordinating Team will handle the monitoring and the processing of documents if deemed necessary as to the implementation up to the completion of prioritized sub-projects.

NOW THEREFORE, I MARK P. PALABRICA, Municipal Mayor and Local Chief Executive of the Local Government Unit of the Municipality of Bingawan, Iloilo by virtue of the powers in me vested by law, do hereby reorganize and direct the following:

Section 1. COMPOSITION. The Municipal Area Coordinating Team for the KALAH CISS:NCDDP Projects shall be composed of the following:

- Rogelio Bonifacio, Jr.
Municipal Area Coordinator
- Engr. Russel A. Gardose
Municipal Engineer/Municipal Deputy Area Coordinator
- Mr. Julius C. Cerbo
Labor General Foreman/Administrative Asst. II/Technical staff
- Von A. Catorce
Engineering Aide/Technical Staff
- Mr. Rodolfo Sanz, Jr.
Draftsman
- Ms. Leizel Neri, CPA
Municipal Accountant/Municipal Financial Analyst
- Mr. Arnel M. Belloga
Supervising Admin Officer/Assistant Financial Analyst
- Mrs. Sheree Ann Quilanget
Assistant Financial Analyst
- Mr. Emerenciano Remy Perasol
Operation and Maintenance Focal Person
- Mrs. Rejean De la Cruz
Community Empowerment Facilitator
- Mr. Ross Mark Compas
Community Empowerment Facilitator
- Mr. Herbert L. Fagtanan
Community Empowerment Facilitator
- Junelyn Casiple
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Section 2. DUTIES AND FUNCTIONS. In addition to the functions of which they are originally assigned, the Municipal Coordinating Team (MCT) shall:

- A. MUNICIPAL AREA COORDINATOR:
 - a. Supervise a team of Community Empowerment Facilitators; Financial and Deputy Municipal Coordinator to ensure the effective KALAHI-CIDSS Projects institutionalization and its development interventions and facilitation of community development process in the municipality.
 - b. Convene team meetings and conduct tactic sessions with the community facilitators and other MCT members for periodic action planning and assessment of accomplishments and performances based on action plans, updating of plans for succeeding periodic and identifications and strategizing solutions for potential and emerging problems.
 - c. Orient Municipal Barangay and Community stakeholders or KALAHI-CIDSS Projects to facilitate commitment setting.
 - d. Review attachments of disbursements of grant fund and recommends for the release of the requested amount for payment.
 - e. Provide preferential attention of KALAHI CIDSS social processes and development interventions and provide technical assistance where and when needed
 - f. Provide regular updates to the Local Chief Executive.
- B. DEPUTY MUNICIPAL COORDINATOR/TECHNICAL ENGINEER:
 - a. Supervise the over- all implementation of the sub projects.
 - b. Supervise the monitoring engineers of the local Projects office who will conduct scheduled visits and monitoring of the sub - projects.
 - c. Conduct technical review of the sub projects proposals submitted by the communities. The review will include the following:
 - a. Detailed Cost estimates
 - b. Assessment of the capability of the communities to contribute.
 - c. Assignment of monetary value to local contributions in kind.
 - d. Assist the audit and inventory of the following:
 - a. Inspection of the delivery of materials
 - b. Audit of materials inventory
 - c. Valuation of utilized materials
 - e. Monitor the physical progress of the sub projects implementation and regularly compare against the municipal financial analyst's record of the community's fund utilization.
 - f. Prepares monthly Consolidated Accomplishment Reports to be submitted at the Regional Office.
 - g. Prepare Sub-Projects cost and benefits analysis as the need arises.
 - h. Provide regular updates to the Municipal Coordinator.
 - i. Assist in the conduct of the review of the submitted sub-projects by the communities. The review will include the following:
 - a. Detailed Cost estimates used in the proposed budget.
 - b. Assignment of monetary value to local contribution "in kind" and
 - c. Assessment of the capability of the communities to contribute.
 - j. Ensure that civil works are implemented as planned, with acceptable quality testing results and within the agreed timetable;
 - k. Conduct close supervision on the compliance of social and environmental mitigating measures listed on the EMMP;
 - l. Assess status of sub – projects and facilitate steering of implementation team in the preparation of required reports. Ensure that reports are understood by the community; and
 - m. As the technical staff in the team, procurement is expected to be managed and supervised with diligence. Conduct a regular ex – post fiduciary review of at least 20% for completed transactions.
 - n. Provide regular updates to the Area Coordinator.
- C. TECHNICAL STAFF
 - a. Assist the Deputy Municipal Coordinator/Technical Engineer in all activities related to Engineering works.
 - b. Provide regular updates to the Municipal Deputy Coordinator.

D. FINANCIAL ANALYSTS

- a. Participate in the technical review of sub – project proposals submitted by the barangays to the MIBF;
- b. Prepare the Summary List Approved Sub – Projects and submit to the RPMO;
- c. Assist the BSPMCs including the different units or teams under them through job coaching in:
 - Financial planning;
 - Setting – up of the cash book and LCC journal and recording of transactions;
 - Doing bank reconciliation; and
 - Preparation of Status of Sub – Project Fund Utilization Report
- d. Review all RFRs including the required supporting documents;
- e. Review and sign all Disbursement Vouchers prior to DSWD Project Officer's signature of check;
- f. Review the voucher for LCC for the Capability Building and Implementation Support component of the sub – project;
- g. Prepare the municipal financial reports;
- h. Monitor and validate financial project status of the barangays through field visits;
- i. Supervise the Community Fiduciary Review;
- j. Prepare and facilitate the papers for the salary of hired staff; in charge of procurement of office supplies and materials; and
- k. Provide regular updates to the Area Coordinator.

E. OPERATION AND MAINTENANCE FOCAL PERSON

- a. Assist in the organization and strengthening of O&M groups and provide technical assistance to operation and maintenance activities of local communities;
- b. Assist the O&M groups with their registration with DOLE, CDA or SEC and its federation in order to be accredited to the Municipal Development Council;
- c. Attend and assist the conduct of Regular and Special meetings of O&M groups in every barangay;
- d. Provide technical and policy support to Income Generating Projects (IGP) and strengthen policies on tariff and or toll fees;
- e. Assist local communities in monitoring activities of O&M by providing timely coaching and supervision to O&M members when needed;
- f. Review sustainability plan of every sub-project; and
- g. Provide regular updates to the Area Coordinator.

F. COMMUNITY EMPOWERMENT FACILITATORS

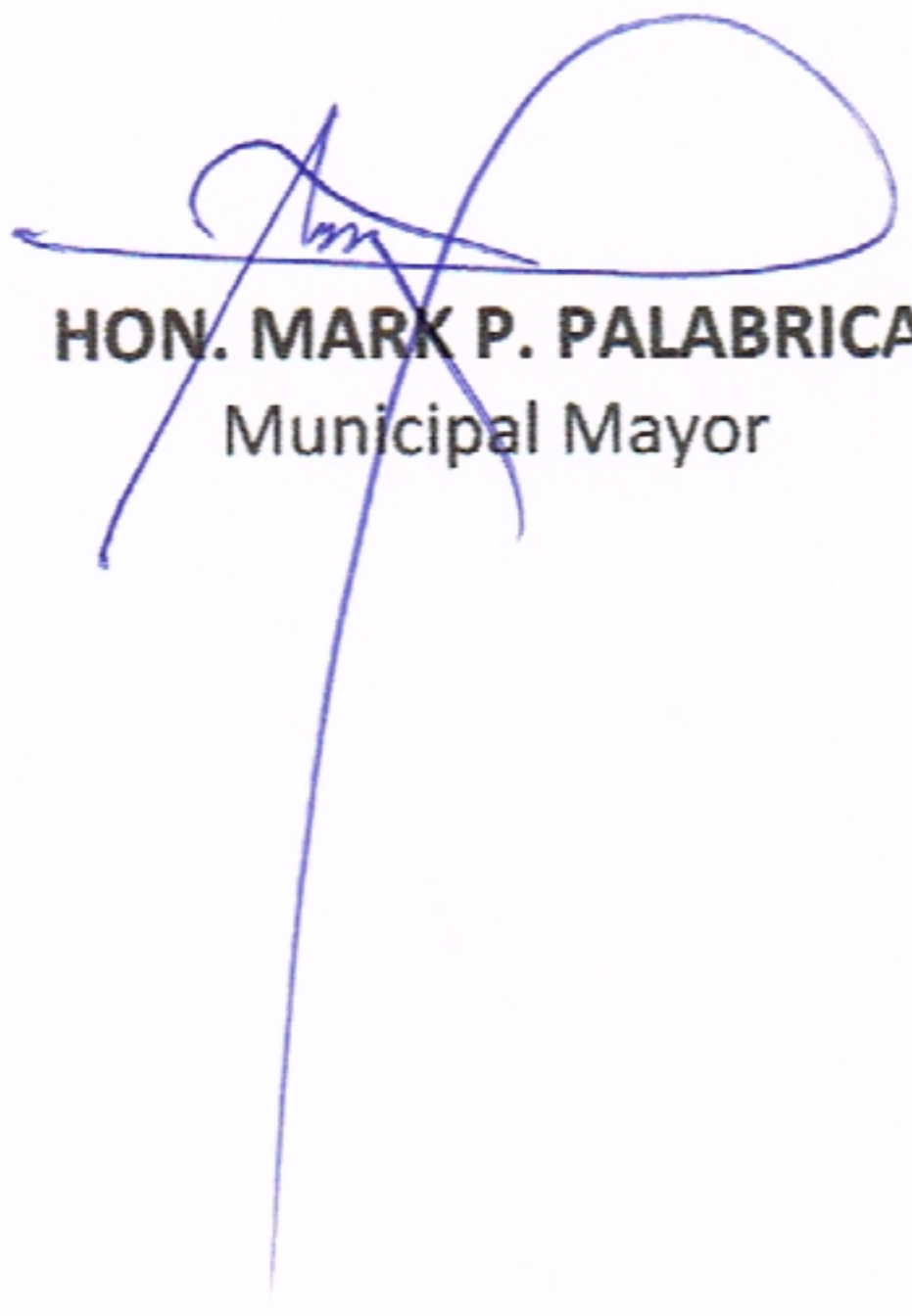
- a. Assists and mobilizes the communities in undertaking participatory situation analysis, community planning, project development and implementation, organizational building and monitoring and evaluation;
- b. Motivates communities to collectively participate in the development process;
- c. Assist the community in defining/ clarifying their priority problems and alternative solution as basis for decision-making;
- d. Provides non-formal education/ training and other capability building activities for a core group of leaders who will sustain organizing work;
- e. Identifies and mobilizes other development partners;
- f. Prepares periodic intervention plan to systematize community work;
- g. Documents experiences for policy and program formulation/ enhancement;
- h. Provides training and capability building activities to the core group of leaders and organized community welfare structures;
- i. Assists people's organizations/ community structures in developing and operational community based monitoring and evaluation system;
- j. Builds capacity of community structures/leaders in resource mobilization, networking, organizational consolidation and conflict resolution;
- k. Facilitates community advocacy for integration of development plans into the Municipal Development Council;
- l. Prepares phase out or handover plan and implements the same; and
- m. Provide regular updates to the Area Coordinator.

G. ENCODER

- a. Assist the Municipal Area Coordinator in the conduct of municipal activities;
- b. Maintain and update the database and ensure on time submission of reports;
- c. Prepare/process documentation report; and
- d. Provide regular updates to the Area Coordinator.

Section 3. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this Jan. 10, 2018 in the Municipality of Bingawan, Province of Iloilo, Philippines.



HON. MARK P. PALABRICA
Municipal Mayor