



16-08-5619

EXECUTIVE ORDER No. 25
Series of 2016

**AN ORDER RECONSTITUTING THE PHILIPPINE RURAL DEVELOPMENT PROJECT -
PROVINCIAL PROGRAM MANAGEMENT AND IMPLEMENTING UNIT (PRDP-PPMIU)**

WHEREAS, the Department of Agriculture (DA) represented by its Secretary signed a Memorandum of Agreement with the Provincial Government of Davao del Norte duly represented by its Local Chief Executive in the implementation of the DA - Philippine Rural Development Project (DA-PRDP) in the province, dated April 14, 2015;

WHEREAS, the DA-PRDP is a six-year program (2014-2020) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector.

WHEREAS, the DA-PRDP is dubbed as the upscale version of the Mindanao Rural Development Program (MRDP) where new innovations are introduced such as value chain analysis, vulnerability and suitability assessment, and, resource and social assessment to address the current challenges of the agriculture sector.

WHEREAS, under Section 4 of the signed Memorandum of Agreement, *Responsibilities of the Participating PLGUs* -

Section 4.1. Each participating PLGU shall:

- a) *Establish and, thereafter, maintain, through an Executive Order or applicable enabling instrument, a Provincial Project Management and Implementing Unit (PPMIU) throughout the period of project implementation with composition, terms of reference provided in the Project Operations Manual, staffing coming from permanent/regular staff from among the existing personnel of the local government, to be responsible for supporting project implementation activities, preparing annual work plans and budgets, undertaking monitoring and evaluation and overall accounting and financial management;*

WHEREAS, Executive Order No. 17, Series of 2013 dated August 14, 2013 and Executive Order No. 24, Series of 2014 dated December 10, 2014 were executed to create the Philippine Rural Development Project-Provincial Program Management and Implementing Unit (PRDP-PPMIU) for the Provincial Government of Davao del Norte;

NOW, THEREFORE, I, ANTONIO RAFAEL G. DEL ROSARIO, Governor of the Province of Davao del Norte, by virtue of the powers vested in me by existing laws, do hereby order the Reconstitution of the Provincial Program Management and Implementing Unit pursuant to the Memorandum of Agreement and to effect the necessary amendments by inclusion, removal, and replacement of some members as a result of organization change and by redefining some of their functions; thereby, hastening the implementation and reportorial requirements:

Section 1. Composition. The PRDP-Provincial Project Management and Implementation Unit is composed of the following:

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| PPMIU Head (Focal Person) | Engr. Josie Jean R. Rabanoz, MPA Provincial Planning & Dev't Coordinator |
| Members: | |
| I-PLAN Unit Head | - Engr. Josie Jean R. Rabanoz, MPA Provincial Planning & Dev't Coordinator |
| I-BUILD Unit Head | - Engr. Raul G. Mabanglo, CE Provincial Engineer |

BASTA DAVNOR, THE BEST!

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| <i>I-REAP Unit Head</i> | - | Dr. Anastacia G. Notarte, RA Provincial Agriculturist |
| <i>Finance Unit Head</i> | - | Ms. Serlinda C. Atake, CPA, MBA Provincial Accountant |
| <i>Procurement Unit Head</i> | - | Atty. Edd Mark O. Wakan Provincial General Services Officer |
| <i>Monitoring & Evaluation Unit Head</i> | - | Ms. Anita G. Juntilla, MPA P.G. Asst. Department Head, PPDO |
| <i>SES Unit Head</i> | - | Mr. Romulo D. Tagalo, MM, MPP OIC-PENRO |
| <i>Grievance Redress Unit Head</i> | - | Atty. Jennifer B. Namoc-Yasol Provincial Legal Officer |
| <i>InfoAce Unit Head</i> | - | Mr. Sofonias P. Gabonada, Jr. Provincial Information Officer |

Section 2. There shall be a PPMIU Technical Working Group which is composed of the following:

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| <i>I-PLAN Focal Person</i> | - | Engr. Darryl M. Ayado Supervising Agriculturist |
| <i>I-BUILD Focal Person</i> | - | Engr. Tessie G. Ababon Engr. IV- PEO |
| <i>I-REAP Focal Person</i> | - | Engr. Humber D. Cabunoc, RAE OIC-Asst. PAGRO |
| <i>Monitoring & Eval. Unit Focal Person</i> | - | Ms. Mildred B. Funtilon, MSLRG PEO III- PPDO |
| <i>SES Unit Focal Person</i> | - | For. Reil G. Delosa Environmental Mgt. Specialist- PENRO |
| <i>InfoAce Unit Focal Person</i> | - | Ms. Josephine P. Elesterio Information Officer IV- PIO |
| <i>Geo-tagging & Governance Unit Head</i> | - | Mr. Odilon G. Juntilla Engineering Assistant |

Section 3. The Functions of the PPMIU Focal Person and the respective unit heads are the following:


3.a. PPMIU Head (Focal Person)

1. Ensure compliance of the PLGU's responsibilities in consultation with the Provincial Governor through the Provincial Administrator and coordinate with the different units to ensure performance of their respective functions as stated herein;
2. Provide assistance to Program implementers at the municipal level;
3. Provide implementation support to C/MPMIUs, BLGUs, and POs;
4. Provide capacity building support to MLGUs and BLGUs;
5. Conduct assessment of implementation, meetings and workshops with C/MPMIUs and POs;

3.b. I-PLAN Unit

1. In coordination with the RPCO, provide overall management of I-PLAN activities in the province;
2. Assess the sub-project proposals coming from the C/MLGUs with respect to the PCIP using the value-chain approach;
3. Assess the capability building requirements of participating municipalities and cities as bases for capability program and prepare a Provincial Commodity Investment Plan (PCIP);
4. In collaboration with RCPO, facilitate capability assistance to stakeholders in the province in improving extension service delivery systems and local governance systems and mechanisms;
5. Coordinate the delivery of technical assistance to C/MLGUs, BLGUs and POs in strengthening their capabilities in planning implementation, operation and maintenance, monitoring and evaluation of AFMP and the PCIP;
6. Facilitate in integrating the C/MLGUs' Poverty Reduction Plan, Women Development Plan, AFMP, and IPDP; and plans for other vulnerable groups into the Comprehensive Provincial Development Plan;
7. Ensure that local development plans are prepared through participatory approach and in harmony with the regional and national plans;
8. Prepare Feasibility Studies of sub-project proposals and coordinate with infrastructures and related concerns;
9. Coordinate with the P/MLGU Finance Unit for the timely deposit of the annual required counterpart funds and release of funds for the implementation of approved subproject;
10. Assist AFMP integration into the Local Development Plans;
11. Collaborate with the Provincial and Municipal Planning team the establishment of priority production zones using the PCIP and value chain approach for the development of agri-business; and
12. Prepare and submit reports to the Provincial Governor through the Provincial Administrator;

3.c. I-BUILD Unit

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1. Assist the C/MLGUs in the prioritization and Detailed Engineering Design (DED) preparation, contract administration and construction supervision of infrastructure subprojects;
 2. In tandem with the RCPO, evaluate and validate infrastructure subproject proposals of the MLGUs;
 3. Prepare Detailed Engineering Designs of subproject proposals;
 4. Review Detailed Engineering Designs, Program of Works (POW) and Bidding documents; and
 5. Prepare and submit reports to the Provincial Governor through the Provincial Administrator;

3.d. I-REAP Unit

1. Provide/facilitate technical assistance to the C/MLGU/MPMIU I-REAP Unit in the management and implementation of the I-REAP subprojects;
2. Provide/facilitate enhancement of extension delivery system and provision of market support/facility to the peoples organization (PO) beneficiaries through the C/MPMIU I-REAP Unit;
3. Assist the Regional Program Advisory Board (RPAB) in prioritizing and evaluating subprojects;
4. Establish collaborative mechanisms with other support institutions that will technically assist in the smooth implementation of the program; and
5. Prepare and submit report to the Provincial Governor through the Provincial Administrator

3.e. Monitoring and Evaluation Sub-unit:

1. Coordinate all M&E activities in the participating municipalities under the jurisdiction of the province;
2. Implement and maintain the Program Monitoring Information System in the province ensuring that systems problems are immediately attended to or reported to the Provincial Governor before the same be forwarded to the RPCO, if necessary;
3. Identify problems and issues which impede Program implementation for remedial actions at the provincial level to elevate unresolved issues and problems to the Provincial Governor through the Provincial Administrator before the same be forwarded to RPCO for resolution/or action, if necessary;
4. Generate and submit the prescribed provincial reports to RPCO through the Office of the Provincial Governor, based on municipal reports;
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 C/MPMIUs;
7. Conduct all PRDP M&E training C/MPMIUs under its jurisdiction;
8. Provide technical advisory services to C/MPMIUs on areas pertaining to the Project M&E system;
9. Provide technical and administrative assistance to review missions of 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 Provincial Governor from time to time.

3.f. Procurement Sub-unit:

1. Prepare and submit the Procurement Plan maintaining the subprojects to be implemented by the PLGUs and MLGUs covered;
2. Review the procurement of goods and works of the PRDP being implemented by the PLGUs and MLGUs;
3. Conduct and initiate the procurement of works and goods of subprojects covered under the PRDP;
4. Facilitate the Bids and Awards Committee (BAC) in the subproject procurement processes in line with the PRDP-Operations Manual on Procurement; and
5. Submit reports to the Provincial Governor as Head of the Procuring Entity through the Provincial Administrator on matters pertaining to the procurement

3.g. Finance Sub-unit:

1. Review Work and Financial Plans of participating MLGUs for RI, CFAD and NRM Components;
2. Manage the Funds for the program 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 implement strategies in increasing collection and 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. Submit reports to the Provincial Governor, through the Provincial Administrator, on matters pertaining to the financial component of the program.

3.h. Social and Environment Safeguard (SES) Sub-unit:

1. 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, including whenever required, pursuant to said guidelines and frameworks;
2. Prepare and implement environmental management plan, resettlement action plan and indigenous people development plan, all in a manner satisfactory to the bank and in coordination with other PPMIU units; and
3. Provide technical assistance to the participating municipalities in compliance for the same whenever the Program required.
4. Submit reports to the Provincial Governor, through the Provincial Administrator.

3.i Information, Education, Advocacy and Communication Sub-unit:

1. Mainstream the PRDP IEAC activities into the regular plans of the province;
2. Spearhead the conduct of a provincial-wide information, education, advocacy and communication planning and execution;
3. Work and interface with the Program Components at the PPMIU in order to determine IEAC requirements/recurring needs of the components;
4. Lead the execution of the Provincial IEAC Plan;
5. Provide feedback to the Regional Information, Education, Advocacy and Communication Unit for possible revision and/or improvement;
6. Spearhead in the publication and dissemination of project accomplishments; and
7. Establish and maintain media relations.

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 PPMIU Focal Person shall closely coordinate with the Office of the Provincial Governor through the Provincial Administrator.

Section 5. Effectivity. This Executive Order shall take effect immediately and will remain in force until termination of the Philippine Rural Development Project or until further amended/revoked.

Issued this 16th August, 2016 at Tagum City, Davao del Norte, Philippines.


ANTONIO RAFAEL G. DEL ROSARIO
Governor