



Republic of the Philippines  
**PROVINCE OF ISABELA**

ILAGAN CITY

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*Office of the Governor*

**EXECUTIVE ORDER NO. 60**

Series of 2019

**REORGANIZING/RECONSTITUTING THE GRIEVANCE REDRESS COMMITTEE FOR THE PROTECTION OF  
PROJECT BENEFICIARIES IN THE IMPLEMENTATION OF SUBPROJECTS UNDER THE PHILIPPINE RURAL  
DEVELOPMENT PROJECT IN THE PROVINCE OF ISABELA**

**WHEREAS**, under Executive Order No. \_\_, series of 2019, the Provincial Project Management and Implementing Unit (PPMIU) as implementing arm of the province in executing subprojects under the Department of Agriculture's Philippine Rural Development Project (PRDP); was reorganized/reconstituted;

**WHEREAS**, to ensure that the people and the environment will not be adversely affected by the implementation of the subprojects, the PRDP adopted the environment and social safeguards as a program support unit in the implementation of its subprojects;

**WHEREAS**, the Integrated Social and Environmental Safeguards Framework (ISESF) in PRDP mandates Local Government Units to institutionalize the Grievance Redress Mechanism (GRM) in PRDP subprojects identified in the Provincial Commodity Investment Plan (PCIP) and appoint a Grievance Point Person for the purpose;

**WHEREAS**, the Grievance Redress Committee was organized by virtue of Executive Order No 13, series of 2015 issued by Governor Faustino G. Dy III and has been exemplary in the performance of its mandate;

**WHEREAS**, to continue its effective functions, there is a need to reconstitute the Committee due to transfer and separation from office of the members;

**NOW THEREFORE, I, RODOLFO T. ALBANO III**, Governor of the Province of Isabela, by powers vested in me by law, do hereby decree the following:

**Section 1. Reorganization of the Grievance Redress Committee.** The Committee is hereby reorganized and shall be constituted as follows:

**Chairman: Atty John Ryan P. Torio**  
Provincial Legal Officer

**Vice Chairman: Atty Eduardo R. Cabantac**  
Provincial Planning & Devt. Coordinator

Nagkaisa para sa Isabela

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**Section 2. Composition.** The PPMIU shall be composed of the following:

Designation	Name	Position
PGO - SPCICD	Mr. Ric Justice E. Angobung	Executive Assistant IV/OIC - SPCICD
I-PLAN Head	Atty. Eduardo R. Cabantac, EnP	Provincial Planning & Development Coordinator
I-REAP Head	Mr. Angelo C. Naui, DVM	Provincial Veterinarian
I-BUILD Head	Engr. Rodolfo G. Miranda	Asst. Provincial Engineer
I – SUPPORT Head	Ms. Marites E. Frogoso	Provincial Agriculturist
Procurement Unit Head	Mr. Rodrigo T. Sawit	Provincial General Services Officer
Finance Unit Heads	Ms. Antonieta M. Bulan Ms. Maria Teresa Araneta-Flores Ms. Elsa M. Pastrana	OIC Provincial Accountant Provincial Treasurer Provincial Budget Officer
Social & Environmental Safeguards Unit Head	For. Geronimo P. Cabaccan, Jr.	Provincial Environment & Natural Resources Officer
InfoAce Unit Head	Atty. Elizabeth C. Binag	Provincial Information Officer
GRM Focal Person	Ms. Cecilia M. Asuncion	Sr. Environment & Natural Resources Specialist
M & E Unit Head/Action Officer	Rizalina V. Valencia	Administrative Officer II

Each member shall designate his/her permanent representative who shall serve as member of the Technical Working Group (TWG) to ensure a stable and active participation in the preparation of subproject proposals, implementation, assessment, monitoring & reporting.

**Section 3. Function of the PPMIU.** The PPMIU shall be responsible in the overall management of the PRDP in the province. Specifically, it shall perform the following functions:

1. Take the lead in the implementation of the PRDP in the province;
2. Convene regularly to perform planning, program management and implementation, monitoring, evaluation, and coordinative functions of the PRDP programs and projects within the province;
3. Ensure that the above functions are performed in each of the Four (4) Components of PRDP Work: I-PLAN (Investments in Agro-Fishery), I-BUILD (Infrastructure & Logistics) , I-REAP (Investment in Rural Enterprises).
4. Harmonization of priority areas to eliminate duplication and maximize complementation of activities;
5. Oversee the successful implementation of the Rural Development Project in the Province;
6. Furnish the Office of the Governor copies of any and all reports or important documents pertinent to PRDP;
7. Perform such other functions as may be necessary to meet the objectives of this Order.



**The Investment for AFMP Planning (I-PLAN) Unit.** The I-PLAN Unit, in coordination with the RPCO, shall provide overall management of I-PLAN activities in the province. Specifically, it shall have the following duties and functions:

1. Assess the subproject proposals coming from the Cities & Municipalities) with respect to the Provincial Commodity Investment Plan (PCIP) using the value chain approach;
2. Assess capability building requirements of participating C/MLGUs & PGs as basis for capability program shall be incorporated in the PCIP;
3. In collaboration with RPCO, facilitate capability assistance to stakeholders in the province in improving extension service delivery systems and local governance systems and mechanisms;
4. Coordinate the delivery of technical assistance to LGUs and Peoples' Organization (POs) in strengthening their capabilities in planning, implementation, operation and maintenance, monitoring and evaluation of AFMP and the PCIP;
5. Ensure the integration the C/MLGUs Poverty Reduction Plan, Women Development Plan, AFMP, IPDP, and plans for other vulnerable groups into the Provincial Comprehensive Development Plan (PCDP);
6. Ensure that local development plans are prepared through participatory approach and in harmony with the regional and national plans; and
7. Prepare and submits reports to the PPMIU Head.

**The Intensified Building-Up of Infrastructure & Logistics for Development (I-BUILD) Unit.** The Unit shall be responsible for the management and implementation of the rural infrastructure component of the PRDP. Specifically, it shall have the following duties and functions:

1. In tandem with the RCPO, evaluate and validate infrastructure subproject proposals of the C/MLGUs;
2. Assist the C/MLGUs in the prioritization, feasibility study (FS) and detailed engineering design (DED) preparation, procurement, contract administration and construction supervision of infrastructure subprojects;
3. Prepare in coordination with the RCPO I-BUILD regarding infrastructure development and other infrastructure related concerns, studies submitted by the C/MLGUs;
4. Facilitate/assist the Bids and Awards Committee (BAC) in the Infrastructure subproject procurement processes;
5. Coordinate with the Finance Unit for the timely deposit of the annual required counterpart funds and release of funds for the implementation of approved subprojects; and
6. Prepare and submit reports to the PPMIU Head.

**The Investment for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP) Unit.** The Unit shall provide/facilitate technical assistance to the PPMIU/ Proponent Groups in the management and implementation of the I-REAP subprojects. Specifically, it shall perform the following duties and functions:

1. Provide/facilitate enhancement of extension delivery system and provision of market support/facility to the Proponent Group beneficiaries;
2. Coordinate with the Finance Unit for the timely deposit of the annual required counterpart funds and release of funds for the implementation of approved subprojects;
3. Assist in the integration of AFMP into the Local Development Plans;
4. Assist the Regional Program Advisory Board (RPAB) in prioritizing and evaluating subprojects;



5. Collaborate with the C/MLGUs planning team in the establishment of priority production zones using the PCIP and value chain approach for the development of agri-business;
6. Establish collaborative mechanisms with other support institutions that technically assist in the smooth implementation of the subprojects; and
7. Prepare and submit reports to the PPMIU Head.

**The I-SUPPORT Unit shall be comprised of different sub-units.** The Unit shall have five sub-units with the following duties and functions:

**The Finance Sub-unit.** The unit shall be responsible for the management of funds for the Programs subprojects. Specifically, it shall have the following duties and functions:

1. Maintain and submit liquidation reports or Statements of Expenditures (SOE) on all subprojects;
2. Participate in the resource management planning and implement strategies in increasing collection of local revenues;
3. Participate in enhancing local governance systems and mechanisms in areas of financial management, procurement and audit; and
4. Render/submit Annual Performance Report and other related documents on the actual local revenue collection/ governance reforms.

**The Procurement Sub-unit.** The unit shall perform the following duties and functions:

1. Prepare and submit the Procurement Plan containing the subprojects to be implemented by the Provincial Government of Isabela (PGI);
2. Review the procurement of goods and works of the PRDP being implemented by the PGI;
3. Conduct and initiate the procurement of works and goods of subprojects covered under the PRDP; and
4. Submit reports to the PPMIU Head on matters relating to the Procurement.

**The Monitoring and Evaluation (M & E) Sub-unit.** The Unit shall implement and maintain the Program Monitoring Information System in the province, and ensure that system's problems are immediately attended to or reported to RPCO. Specifically, it shall have the following duties and functions:

1. Coordinate all M & E activities in the participating C/M/BLGUs under the jurisdiction of the province;
2. Identify problems and issues which impede program implementation for remedial actions at the provincial level and elevate unresolved issues and problems to the RPCO for resolution/or action;
3. Generate and submit the prescribed provincial reports to RPCO;
4. Ensure that all completed data capture forms and file copies of provincial consolidation reports are properly kept for ready reference;
5. Validate reports submitted by the participating C/MPMIUs;
6. Conduct all PRDP M & E training for the PPMIUs & other stakeholders;
7. Provide technical advisory services to PPMIUs on areas pertaining to the Project's M & E system.
8. Provide technical and administrative assistance to review missions of DA Central Office, the World Bank and other agencies that may undertake such missions; and
9. Provide other forms of assistance that may be requested by the RPCO.
10. Prepare and submit reports to the PPMIU Head.



**The Information, Education, Advocacy and Communication (IEAC) Sub-unit.** The Unit shall spearhead the conduct of a provincial – wide information, education, advocacy and communication planning and execution. Specifically, it shall have the following duties and functions:

1. Mainstream the PRDP IEAC activities into the regular plans of the Province;
2. Work and interface with the Program Components of the PPMIU in order to determine the IEAC requirements/recurring needs of the components;
3. Lead in the execution of the Provincial IEAC Plan, provide feedback to the Regional Information, Education, Advocacy and Communication Unit for possible revision and/or improvement;
4. Document best practices, successful projects implementation at the Provincial Level;
5. Spearhead in the publication and dissemination of project accomplishments; and
6. Establish and maintain media relations.

**The Social and Environmental Safeguard (SES) Sub - unit.** The Unit shall 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, Whenever required;

1. Shall prepare and implement an environment management plan,
2. Prepare resettlement action plan and indigenous people development plan, all in a manner satisfactory to the bank;
3. In coordination with other participating C/MLGUs it shall also provide technical assistance in the compliance of the guidelines and plans.

**The Grievance Redress Mechanism (GRM) Sub-Unit.** The grievance redress mechanism (GRM) is an integral project management element that intends to seek feedback from beneficiaries and resolve complaints on project activities and performance. The mechanism will ensure that;

1. The public within the project influence area are aware of their rights to access, and shall have access to, the mechanism free of administrative and legal charges;
2. That rights and interests are protected from poor project performance, especially of beneficiaries and/or affected persons; and
3. Concerns arising from project performance in all phases are addressed effectively.

**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 Office of the Governor shall:

1. Provide the PPMIU with office space, equipment including vehicle;
2. Allocate funds for its office operational requirements annually.

**SECTION 5. Effectivity.** This Executive Order shall take effect immediately and will continue until termination of the PRDP or until amended or revoked.

Done this 9<sup>th</sup> day of December 2019.

  
**RODOLFO T. ALBANO III**  
Provincial Governor 