



Republic of the Philippines
PROVINCE OF ISABELA
City of Ilagan

Office of the Governor

EXECUTIVE ORDER NO. 23
Series of 2023

CREATING/RECONSTITUTING THE PROVINCIAL PROJECT MANAGEMENT IMPLEMENTATING UNIT (PPMIU) OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT SCALE-UP (PRDP-SU) IN THE PROVINCE OF ISABELA

WHEREAS, the Department of Agriculture (DA)- Philippine Rural Development Project Scale-Up (PRDP-SU), is a 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 Province of Isabela recognizes the importance of the program to attain economic growth and improvement in the standard of living especially at the level of farm households;

WHEREAS, given the laudable objectives of the Project, a strong implementation partner at the provincial level will work as a team in support of the project is imperative;

WHEREAS, there is a need to reorganize the Core Team and the Technical Working Group who will closely and collaboratively work for the successful formulation/enhancement of the Local Climate Change Action Plan (LCCAP) of the Province of Isabela;

NOW, THEREFORE, I, RODOLFO T. ALBANO III, Governor of the Province of Isabela, by virtue of the authority vested in me by law, do hereby order the Creation of the Provincial Project Management and Implementing Unit (PPMIU) as follows:

Section 1. The PRDP-SU-PPMIU shall be composed of the following:

Chairman/Head:	EDUARDO R. CABANTAC Provincial Planning & Development Coordinator
Vice Chairman/Action Officer:	RIZALINA V. VALENCIA Provincial Planning & Development Office

Section 2. Duties and Functions. The PPMIU shall perform the following:

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

Section 3. There shall also be organized Project Action Teams their composition and functions.

Section 3.1. The I-PLAN Component. Investment for Agriculture Fisheries Modernization Planning at the Local and National Level shall:

1. Provide overall management of I-PLAN activities in the province in coordination with the RPCO;

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2. Assess the sub-project proposals 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 municipalities People's Organization as basis for capability programs and prepares the Provincial Commodity Investment Plan (PCIP);
4. In collaboration with the RPCO, facilities capability assistance to stakeholders in the province in improving extension service delivery and local governance systems and mechanisms;
5. Coordinate the delivery of technical assistance to MLGUs and People's Organization in strengthening their capabilities in planning implementation, operation and maintenance, monitoring and evaluation of AFMP and the PCIP;
6. Integrate the MLGUs' Poverty Reduction Plan, Women Development Plan, AFMP and plans for other vulnerable groups into the Comprehensive Development Plan;
7. Ensures that local development plans are prepared through participatory approach and in harmony with the provincial and regional plans; and
8. Prepares and submits reports to the PPMIU Head.

I-PLAN COMPOSITION

Unit Head: **EDUARDO R. CABANTAC**
Provincial Planning & Development Coordinator

Assistant Unit Head: **MARITES E. FROGOSO**
Provincial Agriculturist

MEMBERS:

RIZALINA V. VALENCIA
Provincial Planning & Development Office

RUBY S. PESTANIO
Provincial Planning & Development Office

EMMANUEL DATUL
Office of the Provincial Agriculturist

TE DIE G. GANGAN
Provincial Disaster Risk Reduction & Management Office

COMMODITY COORDINATORS
Office of the Provincial Agriculturist and
Provincial Veterinary Office

PPMIU STAFF

Section 3.2. The I-BUILD Component. Intensified Building Up of Infrastructures and Logistics for Development shall be responsible for the management and implementation of the rural infrastructure component and shall have the following duties and functions:

1. Manage Feasibility Study and Detailed Engineering (FSDE) preparation, procurement, contract administration, and construction supervision of infrastructure subprojects;
2. Coordinate with the RPCO-IBUILD regarding infrastructure development and other infrastructure related concerns;
3. Facilitate/assist the Bids and Awards Committee (BAC) in the infrastructure subprojects procurement process; and
4. Prepare and submit Work and Financial Plan and other reports on the status of subprojects to the PPMIU Head.

I-BUILD COMPOSITION

Unit Head: **RODOLFO G. MIRANDA**
Provincial Engineering Office

Assistant Unit Head: **JOSE P. MALTU JR.**
Provincial Engineering Office

MEMBERS:
LAUREANO R. VELASCO JR.
Provincial Engineering Office

ARISTOTLE C. PEDRO
Provincial Engineering Office

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Section 3.3. The I-REAP Component. Investment in the Rural Enterprises and Agriculture & Fisheries Productivity. Shall be responsible for the management and implementation of the enterprise subproject and shall have the following duties and functions:

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

I-REAP COMPOSITION

Unit Head: **BELINA N. BARBOZA**
Provincial Veterinarian

Assistant Unit Head: **HELEN C. SEVILLA**
Provincial Veterinary Office

MEMBERS:

EMMANUEL DATUL
Office of the Provincial Agriculturist

COMMODITY COORDINATORS
Office of the Provincial Agriculturist and
Provincial Veterinary Office

PCLEDO STAFF

Section 3.4. Social and Environmental Safeguards (SES), ensures the compliance and implementation of social considerations and safeguards policy of the program. Specifically, he/she will be tasked to:

The SES Unit shall be headed by the Provincial Government's Environment and Natural Resources Office (PG-ENRO).

Section 3.4.a. Social and Environmental Safeguards shall:

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, prepare and implement an environmental management plan, resettlement action plan and indigenous people development plan, all in a manner satisfactory to the bank; and, in coordination with the PPMIU, provide technical assistance to the participating municipalities and People's Organization in compliance of the same whenever the program required;
2. Ensure the alignment of social and environmental safeguards-related issues among all project components;
3. Conduct of Appraisal and Review of Feasibility Studies, Detailed Engineering Designs and Business Plans to check compliance to Social and Environmental Management Framework and Guidelines;
4. Coordinate with the concerned Monitoring, Evaluation and Learning (MEL) Unit on the status of I-BUILD, I-REAP subprojects to ensure integration of safeguards policy of the program in the whole project cycle;
5. Assist in the conduct of spot monitoring of subprojects and evaluation of safeguards compliance;

6. Prepare and submit timely and regular progress reports indicating status of compliance to environmental safeguards policy; and
7. Prepares and submits reports to the PPMIU Head.

SES COMPOSITION

Unit Head: **BLADIMIR A. PINTUCAN**
Environment and Natural Resources Office

Assistant Unit Head: **RIZALINA V. VALENCIA**
Provincial Planning & Development Office

MEMBERS:
REMILDA P. SALAS
Provincial Planning & Development Office

PPMIU STAFF

Section 3.4.b. The Grievance Redress Mechanism (GRM) shall have the following functions:

1. The LGU through the GRM Unit together with the Project Support Office (PSO), Regional Project Coordination Offices (RPCO), 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 feedbacks or grievances received for reporting to the National Project Coordination Office (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 household or group of households wishing to provide feedback and/or complaint about the effects of PRDP-SU activities to their property, production system, economic well-being, spiritual life or environment quality;
5. The GRM Unit shall keep records of feedbacks and complaint in the registry;
6. In case of complaints, the GRM Unit will assess the validity of the grievance. If evaluated as valid, the GRM Unit will organize meetings with the relevant agencies/contractors to discuss how to resolve the matter within 10 days from the receipt of the complaint. All meetings will be recorded and copies of the minutes of meetings will be provided to the beneficiaries;

7. The Governor's Office shall take such mitigation measures as agreed in the meetings of complaints received; and
8. When the complaint is resolved, the GRM Unit shall forward copy of the Complaint Form signed by complainant/head of household, the Governor annotated at each stage of process by the LGU to the concerned RPCO.

GRM UNIT COMPOSITION

Unit Head: **JOHN RYAN P. TORIO**
Provincial Legal Officer

Assistant Unit Head: **EDUARDO R. CABANTAC**
Provincial Planning & Development Coordinator

Grievance Point Person: **BLADIMIR A. PINTUCAN**
Environment and Natural Resources Office

MEMBERS:

BELINA N. BARBOZA (if SP is under IREAP)
Provincial Veterinarian

RODOLFO G. MIRANDA (if SP is under IBUILD)
Provincial Engineering Office

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 subproject proposals, attend activities being required for the unit, and shall coordinate with the RPCO counterpart(s) other relevant issues and concerns.

ECONOMICS UNIT COMPOSITION

Unit Head: **RESIE M. VILORIA**
Office of the Provincial Accountant

Assistant Unit Head: **REMILDA P. SALAS**
Provincial Planning & Development Office

MEMBERS:

HELEN C. SEVILLA
Provincial Veterinary Office

RIZALINA V. VALENCIA
Provincial Planning & Development Office

Section 3.6. Finance Unit. The unit shall be accountable to provide services, inputs and support more specifically in the financial aspect of the project's implementation, to wit:

1. Maintain records of releases, obligations and disbursement of operational fund;
2. Prepare and submit financial reports;
3. Prepare and consolidate the 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 collection of local revenues;
6. Coordinate with RPCO regarding fund releases 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; and
9. Prepares and submits reports to the PPMIU Head.

ECONOMICS UNIT COMPOSITION

Unit Head: **ANTONIETA M. BULAN**
Provincial Accountant

Assistant Unit Head: **MARIA THERESA A. FLORES**
Provincial Treasurer

MEMBERS:

RESIE M. VILORIA
Office of the Provincial Accountant

VANESSA G. MARAMAG
Office of the Provincial Treasurer

Section 3.7. Procurement Unit. The team shall conduct of the following activities:

1. Preparation of Procurement Plan, Bid Evaluation Report (BER) Review Report and other required financial documents;
2. Preparation of procurement documents and other documentary requirements for endorsement to RPCO;
3. Preparation of reports of the procurement unit;
4. Attendance to procurement-related activities including coordination meetings, trainings, PSO-RPCO led procurement activities and other related activities; and
5. Preparation and submission of reports to the PPMIU Head

PROCUREMENT UNIT COMPOSITION

Unit Head: **RODRIGO T. SAWIT**
Provincial General Services Officer

Assistant Unit Head: **VIRGILIO S. LORENZO**
Provincial Engineer

MEMBERS:

RODOLFO G. MIRANDA
(Infrastructure)
Provincial Engineering Office

MARVIN C. VEHEMENTE
(Goods)
Office of the Provincial Administrator

Section 3.8. Monitoring, Evaluation and Learning (MEL) Unit. The MEL unit shall be responsible of the following:

1. Implement and maintain the Project Management Information System in the municipality ensuring that systems problems are immediately attended to or reported to RPCO;
2. Coordinate all MEL activities in the participating barangays under municipality's jurisdiction;
3. Identify problems and issues which impedes program implementation for remedial actions at the municipality level and elevate unresolved issues and problems to the PPMIU for resolution and/or actions;
4. Generate and submit the prescribed MEL reports to RPCO;
5. Provide technical and administrative assistance to review missions of Department of Agriculture – Central office, the World Bank, and other agencies that may undertake such missions; and
6. Prepare and submit reports to the PPMIU Head

MEL UNIT COMPOSITION

Unit Head: **RIZALINA V. VALENCIA**
Provincial Planning & Development Office

Assistant Unit Head: **JOSE P. MALTU JR.**
Provincial Engineering Office

MEMBERS:

ROGER B. TOLENTINO
Provincial Engineering Office

RUBY S. PESTANIO
Provincial Planning & Development Office

EMMANUEL DATUL
Office of the Provincial Agriculturist

ELOISA I. SORIANO
Office of the Provincial Agriculturist

PPMIU STAFF

Section 3.9. Geo-mapping and Governance Unit. The GGU shall be responsible of the following:

1. Coordinate to all other sub-units to see to it that all PPA's are carried out, and is in compliance and aligned with the platform of good governance;

2. Provide necessary information to the PPMIU on the latest news and guidelines in the attainment of public accountability and good governance;
3. Submit reports to the PPMIU Head on matters relative to best practices of some LGU's worth replicating for;
4. In charge of geo-mapping /geotagging activities; and
5. Prepare and submit reports to the PPMIU Head.

GEO-MAPPING AND GOVERNANCE UNIT COMPOSITION

Unit Head: **ROGER B. TOLENTINO**
Provincial Engineering Office

MEMBERS: **PPMIU STAFF**

Section 3.10. The Information, Education, Advocacy, and Communication Unit (InFoAce). The unit shall spearhead the conduct of provincial-wide information, education, advocacy, and communication planning and execution. Specifically, it shall have the following functions:

1. Mainstream the PRDP-SU IEAC activities into the regular plans of the Municipality;
2. Facilitate the conduct of municipality-wide information, education, advocacy, and communication planning and execution;
3. Work and interface with the Program Components at the PPMIU in order to determine the IEAC requirements/ recurring needs of the components;
4. Lead in the execution of the Provincial IEAC Plan;
5. Provide feedback to the Regional Information, Education, Advocacy and Communication Unit for possible revision and improvement of advocacy materials;
6. Facilitate the documentation of best practices and successful project implementation at the provincial levels;
7. Consolidate and package the annual program report of the program to be submitted to the PPMIU for review;
8. Facilitate the publication and dissemination of project accomplishments; and
9. Establish and maintain media relations of the PPMIU.

InFoAce UNIT COMPOSITION

Unit Head: **ELIZABETH C. BINAG**
Provincial Information Officer

Assistant Unit Head: **ALVIN E. LAURAN**
Provincial Information Office

MEMBER:

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JOAN M. BALDO
Provincial information Office

Section 3.11. Gender and Development (GAD) Unit. The GAD unit shall ensure the GAD issues and concerns are mainstreamed and integrated in the different programs, projects and activities under PRDP-SU.

GAD UNIT COMPOSITION

Unit Head: **LUCILA M. AMBATALI**
Provincial Social Welfare & Development Officer

Assistant Unit Head: **GINA G. RIVERO**
Provincial Social Welfare & Development Office


MEMBERS:
MARIROSE J. NICASIO
Provincial Social Welfare & Development Office

VISITACION C. NICOLAS
Provincial Planning & Development Office

Section 4. Budget. Necessary fund shall be provided for the operation and maintenance to carry out the smooth implementation and management of the project.

Section 5. Effectivity. The Executive Order shall take effect immediately and will continue until termination of the PRDP-SU or until amended or revoked.

Done in the City of Ilagan, Isabela, this 16th day of August, 2023.


RODOLFO T. ALBANO III
Governor