



EXECUTIVE ORDER NO. 030
 Series 2024

AN ORDER REORGANIZING THE CITY PROJECT MANAGEMENT AND IMPLEMENTATION UNIT (CPMIU) OF THE PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP) AND THE CITY CORE PLANNING TEAM (CCPT) OF THE CITY OF ISABELA, PROVINCE OF BASILAN

WHEREAS, the implementation of the Department of Agriculture – Philippine Rural Development Project (DA-PRDP) mandates the creation of the City Project Management and Implementation Unit (CPMIU) as required under the terms of reference for participation of Isabela City in the Philippine Rural Development Project (PRDP);

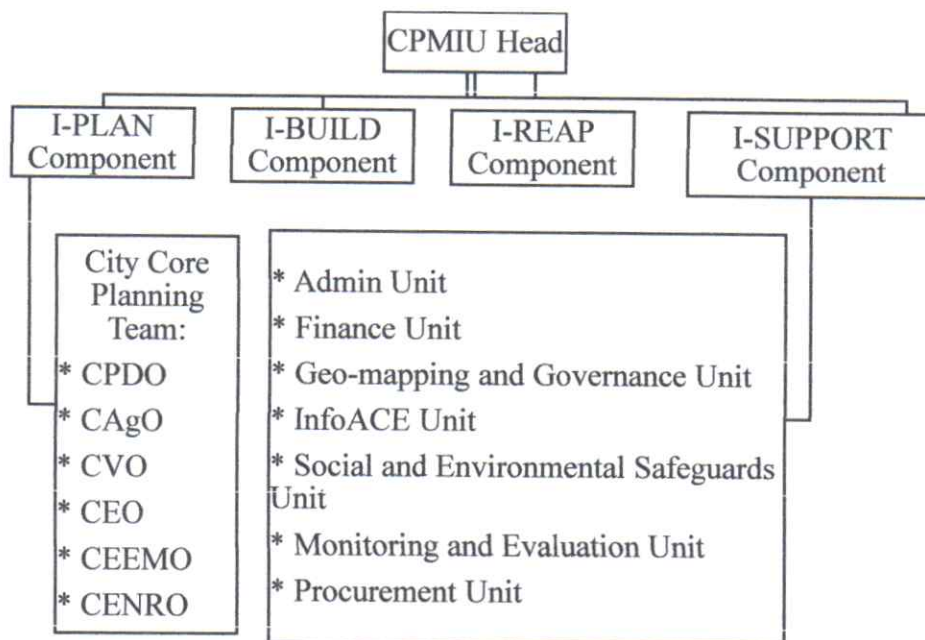
WHEREAS, to be able to be responsive to the requirement and conform with the enabling documents of the DA-PRDP, there is a need to organize CPMIU to ensure compliance of the required documents, to strengthen timely implementation, and to keep attuned to the current development and progress of the PRDP in the City of Isabela;

WHEREAS, following the requirements set in the Operations Manual of the PRDP mandates the creation of the City Core Planning Team (CCPT) to prepare the City Commodity Investment Plan (CCIP);

WHEREFORE, I, SITTI DJALIA TURABIN HATAMAN, by virtue of the powers vested in me by law as Mayor of Isabela City, Basilan Province, do hereby order the reorganization of the Philippine Rural Development Project (PRDP) – City Project Management and Implementation Unit (CPMIU) and the City Core Planning Team (CCPT) of Isabela City, Basilan Province, as follows:

SECTION 1. Structure and Composition.

The CPMIU shall have the following structure:





The CPMIU shall be composed of the following staff:

Component/Unit	Head	Support Staff
CPMIU	Mr. PEDRITO A. EISMA City Administrator	
I- PLAN Component	Engr. GAY G. PALAGTIOSA City Planning and Development Coordinator	1. Ar. Marie Grace G. Tipa 2. Engr. Merwyn C. Sadjail 3. Engr. Ivy B. Piscali 4. Mr. Mark Ronald D. Berondo 5. Mr. Baby Joal P. Sicat
I-REAP Component	Ms. MARIA GINA M. ALBERTO City Agriculturist	1. Mr. Jonathan M. Pedillon 2. Engr. Nur Tasneem A. Salih
I-BUILD Component	Engr. REYNALDO J. DAGOHOY Acting City Engineer	1. Engr. Macwin Tan 2. Engr. Sander Saquilabon
I-REAP Business Plan Preparation Team	Ms. MARIA GINA M. ALBERTO City Agriculture Office – Agribusiness and Marketing Assistance Division (AMAD)	1. Ms. Catherine C. Comeros 2. Ms. Julien Rowen A. Balabot 3. Ms. Erlyn C. Diaz 4. Ms. Leah Mae B. Tejamo
Administrative Unit	Mr. PEDRITO A. EISMA Administrator's Office	
Social and Environmental Safeguards (SES) Unit	Mr. ALBINO B. ORBECIDO Senior Environmental Management Specialist	1. Mr. Noel D. Vergara 2. Ms. Salwa M. Amsajim 3. Mr. Saddam Lagoyo 4. Mr. Rall Harvey S. Hadap
Grievance Redress Mechanism-Grievance Point Person	Mr. PEDRITO A. EISMA Administrator's Office	1. Ms. Rosella T. Luna 2. Ms. Leazelle Mae P. Anova 3. Mr. Cartney I. Cueva 4. Mr. Abdel Aziz L. Musa
Geo-mapping and Governance Unit (GGU)	Engr. REYNALDO J. DAGOHOY Technical Staff from Office of the City Engineer	1. Engr. Nadwi U. Jaujohn 2. Engr. Maria Florinda L. Domingo 3. Engr. Macwin Tan
Monitoring and Evaluation (M&E) Unit	Engr. GAY G. PALAGTIOSA Technical Staff from City Planning and Development Office	1. Ar. Marie Grace G. Tipa 2. Engr. Merwyn C. Sadjail 3. Engr. Ivy B. Piscali 4. Mr. Mark Ronald D. Berondo 5. Mr. Baby Joal P. Sicat





Component/Unit	Head	Support Staff
		6. Ms. Elineth A. Suacito
Procurement Unit	Mr. VIDO F. YU Bids and Award Committee	1. Ms. Rosella T. Luna 2. Ms. Vilma S. Alcantara
Finance Unit	Mr. JABER I. TIPLANI, CPA Acting City Accountant	1. Mr. Eddie Castro 2. Mr. Joselito G. Kaitum
InfoACE Unit	Ms. MENDRY-ANN A. LIM City Information Officer	1. Mr. Marion B. Guerrero 2. Mr. Aldrin O. Taghap 3. Ms. Shermina B. Sualing

The CCPT shall be composed of the following:

Team Leader:	Engr. GAY G. PALAGTIOSA	City Planning and Development Coordinator
Co-Team Leader:	Ms. MARIA GINA M. ALBERTO	City Agriculturist
Members:	Dr. ERWIN ROY L. JALAO	City Veterinarian
	Engr. REYNALDO J. DAGOHOY	Acting City Engineer
	Mr. JAIME JUANITO A. RIVERA	Local Economic Development & Investment Promotion Officer
	Mr. ALBINO B. ORBECIDO	Senior Environmental Management Specialist
	Ms. LEAH MAE B. TEJAMO	Aquaculturist – I
	Engr. NUR TASNEEM A. SALIH	Agricultural and Biosystems Engineer
	Mr. JONATHAN M. PEDILLON	AgriTech – I

SECTION 2. Functions. Headed by the City Administrator, the CPMIU shall have the following functions:

1. Serves as the office through which subprojects supported under the PRDP will be implemented;
2. Manages the overall implementation of PRDP subprojects;
3. Supervises the operations of the PRDP components I-PLAN, I-BUILD, I-REAP and I-SUPPORT.
4. Identified and endorses to the Regional Project Coordination Office (RCPO) 9 subproject proposals for PRDP's evaluation and funding; and
5. Submits regular reports to the RPCO 9 on the PRDP accomplishment.





2.1 The Investment in Agriculture and Fisheries Modernization Plan (AFMP) Planning at the Local and National Levels (I-PLAN) Component. The I-PLAN Component shall have the following duties and functions:

1. Participates in the preparation and updating of the value chain analysis of priority agriculture and fisheries commodities;
2. Prepare and update the Commodity Investment Plan (CIP); and
3. Ensure the linkage of infrastructure and enterprise and development subprojects to the CIP.

2.2 The Intensified Building-Up of Infrastructure and Logistics for Development (I-BUILD) Component. The I-BUILD Component is responsible for the management and implementation of rural infrastructure development subprojects and shall have the following duties and functions:

1. Conducts site validation of proposed infrastructure subprojects;
2. Identifies and packages infrastructure subproject proposals;
3. Prepares Program of Works (POW) and Detailed Engineering Designs (DED) of infrastructure subprojects;
4. Conducts geo tagging of infrastructure subproject sites and structures;
5. Monitors the implementation of infrastructure subproject.

2.3 The Investment for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP) Component. The I-REAP Component shall be responsible for the identification and implementation of enterprise development subprojects and shall have the following duties and functions:

1. Serves as Component's management and supervision team and focal point for coordination of all provincial I-REAP implementation activities;
2. Participate with the I-PLAN Component as lead in the review and preparation of the PCIP;
3. Assist the PG in the formulation of business model or framework;
4. Conduct orientation of potential proponent group and selection;
5. Assist the proponent in the business plan preparation and packaging for IREAP funding;
6. Assist the PG in the preparation of POW/DED, and securing relevant permits and other documents (i.e. safeguards documents such as for securing ECC/CNC permits and NCIP certification, among others), as well as sourcing out funds for the said permits and documents as part of the technical assistance to the PG in the preparation of the business plan package;
7. Review the compliance of the required documentary requirements (Checklist of requirements and Tracking Form) before forwarding the same to the RPCO and checklist shall be attached to the transmittal to RPCO.
8. Develop partnership with agencies that can render business development services, research, and extension such as the following:
 - Provincial-based State or Private SUCs, NGOs, Provincial Development Council's (PDC) EDC, and the DOST and DTI Regional/Provincial Office and;
 - Other relevant provincial-based NLAs including attached agencies.
9. Monitor the implementation of the I-REAP Component in the province/ municipality/ city;
10. Assist the PG in the conduct of procurement activities;
11. Provide regular reports on the overall implementation of I-REAP to RPCO;



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12. Conduct I-REAP IEc activities in the city; and
13. Develop capacity building proposals to strengthen the capacities of the LGUs and PGs to provide technology, information and enterprise development support to agri-fishery sector players.

2.4 Support to Implementation (I-SUPPORT) Component. The I-SUPPORT Component comprising of the seven (7) units shall provide the overall administrative and technical support to the PRDP implementation.

2.4.1 Administrative Unit

1. Provide the overall administrative support needed in coordination with the other components and units in the implementation of the PRDP; and
2. Facilitates the conduct of regular meeting of the P/CPMIU in coordination with the RPCO 9.

2.4.1 Administrative Unit

1. Provide the overall administrative support needed in coordination with the other components and units in the implementation of the PRDP; and
2. Facilitates the conduct of regular meeting of the P/CPMIU in coordination with the RPCO 9.

2.4.2 Social and Environmental Safeguards (SES) Unit

1. Facilitates the implementation of the social and environmental guidelines as prescribed by PRDP;
2. Prepares the Social and Environmental Management Plan;
3. Facilitates the social and environmental surveys of the project locations;
4. Facilitates the compliance of environmental certification requirements; and
5. Assess land ownership of the project location.

2.4.3 Grievance Redress Mechanism – Grievance Point Person

1. Facilitates the establishment of PRDP Grievance Redress Mechanism;
2. Addresses and resolves PRDP implementation related complaints.

2.4.4 Geo-mapping and Governance Unit (GGU)

1. Conducts the geo-tagging of subproject locations and beneficiaries as per guidelines of the Geo-mapping and Governance Unit for infrastructure and enterprise subprojects; and
2. Prepare geo-maps as attachment to the Feasibility Study for infrastructure and Business Plan for enterprise subproject proposals.

2.4.5 Monitoring and Evaluation (M&E) Unit

1. Coordinates all M&E activities;
2. Implements and maintains the project Management Information System Local Government Unit (MIS-LGU) Module reporting and updating;





3. Identify problems and issues which impede project implementation for remedial actions' at the LGU level and elevate unresolved issues and problems to the RPCO for resolution/action;
4. Generates and submits the prescribed reports to the RPCO;
5. Ensures that all completed Data Capture Forms and file copies of city consolidation reports are properly kept for ready reference;
6. Assist in the conduct of Rapid Appraisal of Emerging Benefits (RAEB) and Enterprise Assessment activities; and
7. Conducts regular monitoring and evaluation of PRDP subproject implementation.

2.4.6 Procurement Unit

1. Facilitate the preparation of the required procurement plan of each subproject;
2. Conducts the pre-procurement activities for the I-REAP subprojects;
3. Facilitates the procurement process of the approved PRDP subprojects;

2.4.7 Finance Unit

1. Facilitates the processing of documents for the disbursement of project funds; and
2. Prepares and submit financial reports to RPCO;


2.4.8 Information, Advocacy, Communication and Education (InfoACE) Unit

1. Mainstream the PRDP IEAC activities into the regular plan of the LGU;
2. Spearheads the conduct of an information, education, advocacy and communication planning and execution;
3. Works and interfaces with the PRDP components at the P/CPMIU in order to determine the IEAC requirements/ recurring needs of the components;
4. Leads in the execution of the local IEAC plan;
5. Spearheads in the documentation of best practices, successful project

SECTION 3. Allocate funds for the operational requirement of the CPMIU subject to availability of funds and regular auditing guidelines procedures.

SECTION 4. Effectivity – this Order takes effect immediately after signing and will continue until the termination of the PRDP or until amended or revoked.

Done this 10th of October 2024, at Isabela City, Basilan Province.


SITTI DJALIA TURABIN HATAMAN
City Mayor

