



REPUBLIC OF THE PHILIPPINES  
Province of Basilan  
**CITY GOVERNMENT of ISABELA**  
**OFFICE OF THE CITY MAYOR**  
2/F Isabela City Hall, Sunrise, Isabela City, Basilan 7300

**EXECUTIVE ORDER NO. 12**  
**Series of 2025**

**AN ORDER CREATING THE SEAL OF GOOD LOCAL GOVERNANCE INCENTIVE FUND (SGLGIF) PROJECT IMPLEMENTATION TEAM AND ITS TECHNICAL WORKING GROUP (TWG) OF THE LOCAL GOVERNMENT UNIT OF ISABELA CITY, BASILAN**

**WHEREAS**, the Seal of Good Local Governance Incentive Fund (SGLG-IF), a Performance Challenge Fund, was institutionalized by virtue of Republic Act No. 11292 otherwise known as the Seal of Good Local Governance Council (hereinafter as the council), composed of various National Government Agencies (NGAs);

**WHEREAS**, the SGLG Incentive Fund is a progressive incentive system given to an eligible LGU in the form of a counterpart fund to finance high-impact local development projects prioritized by the LGU, and to further influence and encourage the LGU to deliver public service more effectively;

**WHEREAS**, through the SGLG Incentive Fund, the LGU is encouraged to promote effective and honest governance through an intensive campaign on full disclosure policy, as the Seal of Good Local Governance is one of the criteria in order for LGU to be eligible for the SGLG Incentive Fund;

**WHEREAS**, the Local Government Unit of Isabela City, Basilan, passed the recent assessment for Seal of Good Local Governance and is eligible to avail the SGLG Incentive Fund subsidy;

**WHEREAS**, one of the requirements in availing the SGLG Incentive Fund is the creation of Project Implementation Team to Facilitate and monitor the implementation of the projects prioritize by the LGU;

**NOW, THEREFORE, I, SITTI DJALIA TURABIN HATAMAN**, Mayor of Isabela City, Basilan, by virtue of the powers vested in me by law, do hereby order the organization and creation of the SGLGIF Project Implementation Team (SGLGIF-PIT) in the Local Government Unit of Isabela City, Basilan, with the following composition and functions:





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**SECTION 1. CREATION OF THE SGLGIF PROJECT IMPLEMENTATION TEAM (SGLGIF-PIT)**

The SGLGIF Project Implementation Team (SGLGIF-PIT) is hereby created to Facilitate and to monitor the implementation of the projects prioritize by the LGU.

**SECTION 2. COMPOSITION**

The SGLGIF Project Implementation Team (SGLGIF-PIT) shall be composed of the following:

- Chairperson: City Mayor
- Vice Chairperson: City Vice Mayor
- Members:
  - City Administrator
  - City Legal Officer
  - City Planning & Development Coordinator
  - City Budget Officer
  - City Accountant
  - City Treasurer
  - City Engineer
  - City General Services Officer
  - City Local Government Operations Officer
  - Bids and Awards Committee Chairperson
  - Sangguniang Panlungsod Secretary

**SECTION 3. FUNCTIONS AND RESPONSIBILITIES**

The SGLGIF Project Implementation Team (SGLGIF-PIT) shall:



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- a) Ensure that the project implementation abides the provisions on the DILG Memorandum Circulars;
- b) Determine and approve propose project to be funded by the SGLG Incentive Fund;
- c) Prepare the Project Action Plan and Budget, subject to the approval of the Local chief Executive (LCE);
- d) Monitor the progress and oversee the implementation of the SGLG Incentive Fund projects.
- e) Performs such other functions related to the SGLG Incentive Fund Implementation and management as maybe prescribed by competent authorities.

#### **SECTION 4. SGLGIF-PIT Technical Working Group (TWG)**

There shall be SGLGIF-PIT Technical Working Group (TWG) which shall be composed of the following:

Head of SGLGIF-PIT TWG	City Planning and Development Coordinator
Members:	CPDO Technical Staffs
	CLGOO, DILG
	City Engineer
	City General Services Officer
	City Accountant
	City Treasurer

#### **SECTION 5. SGLGIF-PIT TWG FUNCTIONS**

- a) Facilitate the preparations and submission of all documentary requirements for the release of the SGLG Incentive Fund Subsidy;
- b) Assist in the preparation of the project proposal to be submitted to the Chairman of the SGLGIF-PIT for review and approval;





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c) Assist in the preparation of the Program of Works, detailed Cost Estimates and detailed Engineering Design Case of Infrastructure projects;

d) Facilitate the preparation and submission of Progress Report to DILG Regional Office, such as follows:

- a. Statement of Work Accomplished (SWA);
- b. Statement of Report and Disbursement (SOR, as deemed necessary, when the contractor/ administrator issues a progress billing);
- c. Reports on projects involving procurement of goods and services;

e) Facilitate the preparation and submission of the Completion Report once project is completed supported with mode of verifications (MOVs), as follows:

- a. Certification of Completion;
- b. Certificate of turnover and acceptance (if project is by contract);
- c. 12 months warranty certificate signed by the contractor (if project is by contract);
- d. Final Report of Disbursements duly received and verified by the Local Commission on Audit (COA);

**SECTION 5. SGLGIF-PIT SECRETARIAT**

The Office of the City Planning and Development Coordinator shall serve as secretariat to the SGLGIF-PIT.

The secretariat shall be responsible for providing technical support, documentation of the proceedings, preparation of reports and such other assistance as may be required in the discharge of its function.

**SECTION 6. REPEALING CLAUSE**

Previous issuance or any portion thereof, which are inconsistent with the provision of this Act are hereby amended, modified, suspended, or repealed accordingly.

**SECTION 7. SEPARABILITY CLAUSE**

If any action or provision of this implementing Rules and Regulations is declared void, ineffective or invalid by a court of competent jurisdiction, the holding of such section or provision to be void or invalid for any cause whatsoever shall in no way effect the validity of the remaining sections and provisions, which shall remain in full force and effect.





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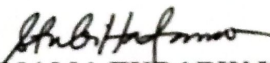


**SECTION 8: EFFECTIVITY CLAUSE**

This implementing Rules and Regulations shall take effect immediately upon the date hereof and shall remain in effect until rescinded, repealed or amended.

**SO ORDERED.**

DONE this 30<sup>th</sup> day of September, 2025, at Isabela City, Basilan, Philippines.

  
**SITTI DJALIA TURABIN HATAMAN**  
 City Mayor

ISABELA CITY  
 OFFICE OF THE CITY MAYOR  
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