



Republic of the Philippines
Province of Ilocos Sur
Municipality of Sinait



Office of the Municipal Mayor

EXECUTIVE ORDER NO.07
Series of 2020

AN ORDER ORGANIZING THE PROJECT INSPECTORATE TEAM AND PROJECT IMPLEMENTATION TEAM (PIT) FOR THE MONITORING AND EVALUATION OF LOCAL GOVERNMENT SUPPORT FUND-ASSISTANCE TO MUNICIPALITIES (LGSF-AM)

WHEREAS, the DILG issued Memorandum Circulars prescribing general policies and procedures in the implementation of the LGSF- AM program and ensure that all concerned are able to abide by the policies, process and responsibilities in the overall implementation of the Programs;

WHEREAS, monitoring is an integral component of project implementation, a method of collecting and analyzing information to determine the program/ projects' development or progress in reference to its overall objectives;

WHEREAS, there is a need to organize the Project Inspectorate Team and the Project Implementation Team (PIT) for the monitoring and evaluation of projects under the LGSF-AM Programs;

NOW THEREFORE, I, SHEE-AN C. GUZMAN, Municipal Mayor of Sinait, Ilocos sur, by virtue of the power vested in me by law, do hereby order the organization of Project Inspectorate Team and the Project Implementation Team (PIT):

SECTION 1. COMPOSITION.

Section 1.1 Project Inspectorate Team

| | | |
|-----------|-----------------------|----------------------|
| Chairman: | Mr. Jackelin Malupeng | Municipal Engineer |
| Members: | Mr. Ronnel Jojo Lived | Municipal Accountant |
| | Mrs. Emelfa C. Ines | Municipal Treasurer |
| | Mrs. Elizabeth Ilaban | Acting MPDC |

Section 1.2 Project Implementation Team

| | | |
|-----------|-----------------------|----------------------|
| Chairman: | Mr. Jackelin Malupeng | Municipal Engineer |
| Members: | Mr. Ronnel Jojo Lived | Municipal Accountant |
| | Mrs. Emelfa C. Ines | Municipal Treasurer |
| | Mrs. Elizabeth Ilaban | Acting MPDC |

Section 2. DUTIES AND FUNCTIONS. The Project Inspectorate Team and the Project Implementation Team are primarily responsible for the monitoring and evaluation of projects under the LGSF-AM Programs.

Once the projects reaches an accomplishment of ninety-five (95%) percent of the total contract amount, the Project Inspectorate Team shall conduct preliminary inspection and submit a pinch-list to the contractor in preparation for the final turnover of the project in accordance with the provisions of the 2016 Revised IRR of RA 9184.

The project implementation team is tasked to implement the project and ensure the quality and safety required for the project implementation. The team shall also be responsible in the submission of required reports in relation to project implementation, monitoring and evaluation.

SECTION 3. MEETINGS. The Project Inspectorate Team and Project Implementation Team shall meet as often as may be necessary.

SECTION 4. EFFECTIVITY. This executive order shall take effect immediately.

Done in the Municipality of Sinait, Ilocos Sur, __ day of _____ 2020.

SHEE-AN C. GUZMAN
Municipal of Mayor