



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
City of Naga



EXECUTIVE ORDER NO. 2015 -009

CREATING THE CITY CORE PLANNING TEAM (CCPT) AND CITY PROGRAM MANAGEMENT AND IMPLEMENTING UNIT (CPMIU) FOR THE PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IN THE CITY OF NAGA:

WHEREAS, the Department of Agriculture (DA)-Philippine Rural Development Program (PRDP) is on implementation stage;

WHEREAS, the DA-PRDP covers all provinces and independent component cities in the Philippines and these identified local governments who wish to participate in the implementation of the project are required to create their City Core Planning Team (CCPT) and City Program Management and Implementing Units (CPMIU);

WHEREAS, to be able to respond to requirements and conform to the program design of the DA-PRDP, there is a need to organize the CCPT and CPMIU of the City of Naga.

NOW, THEREFORE, I, JOHN G. BONGAT, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. Core Planning Team. The City Core Planning Team (CCPT) for the City of Naga is hereby created.

SECTION 2. Composition and Functions of the CCPT. The CCPT shall be comprised of the following:

- Team Leader: Wilfredo Prilles, Jr., City Planning and Development Coordinator
- Deputy Team Leader: Ma. Edna Bongalonta, Acting City Agriculturist
- Members: Dr. Junios Elad, City Veterinarian; Engr. Leon Palmiano IV, City Engineer; and Reuel Oliver, Metro Peso Manager.

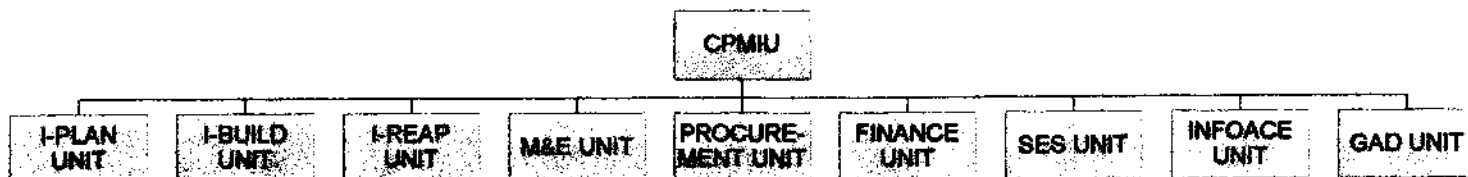
It shall assist the Department of Agriculture Regional Program Coordination Office-Regional Core Planning Team (RCPO-RCPT) in the preparation of the value chain analysis (VCA), and take the lead in the crafting of the City Commodities Investment Plan (CCIP) for the priority product lines with the help of the RCPO-RCPT.



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Section 3. Implementing Units. To manage and implement the PRDP in the City of Naga, the City Program Management and Implementing Units (CPMIU) is hereby created with the following structure:



SECTION 4. Composition. The CPMIU shall be composed of the following personnel:

| Unit Personnel | Name | City Position/Designation |
|---------------------------------------|------------------------|--|
| CPMIU Head | Wilfredo Prilles Jr | City Planning and Development Coordinator |
| I-PLAN Head | Edna Bongalonta | Acting City Agriculturist |
| I-BUILD Head | Engr. Leon Palmiano IV | City Engineer |
| I-REAP Head | Reuel Oliver | Metro PESO Manager |
| Monitoring & Evaluation Unit Head | Roderick Reforsado | Naga City Governance Oversight Committee Head |
| Procurement Unit Head | Florencio Mongoso Jr | Acting City Administrator and Bids and Awards Committee Chairman |
| Finance Unit Head | Francisco Mendoza | City Budget Officer |
| Social & Environment System Unit Head | Oscar Orozco | City Environment and Natural Resources Officer |
| InfoAce Unit Head | Allen Reondanga | City Events, Protocol and Public Information Office Head |
| GAD Head | Nicolas Motos Jr | i-Serve Head |



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SECTION 5. Functions of the CPMIU. The various components of the CPMIU shall perform the following functions:

- A. **CPMIU.** Headed by the City Planning and Development Coordinator, the CPMIU shall serve as the counterpart implementing unit for the PRDP in the City of Naga. Specifically, it shall
1. Manage overall program implementation at the city level
 2. Serve as program facilitator and coordinator at the city level
 3. Assist in the social assessment of the city
 4. Provide assistance to program implementers at the city level
 5. Conduct assessment of implementation, meetings and workshops being held under the program, and
 6. Consolidate and submit work and financial plan and program reports to the RPCO.
- B. **I-PLAN.** Headed by the Acting City Agriculturist, the Investment for AFMP Planning at the Local and National Levels (I-PLAN) Unit shall
1. Coordinate with the RPCO in the conduct of I-PLAN activities in the city
 2. Assess capability building requirements of the city government and prepare a City Commodity Investment Plan (CCIP)
 3. Assess sub-project proposals with respect to the CCIP using the value-chain approach
 4. Facilitate capability assistance to stakeholders in the city in improving extension service delivery systems and local governance systems and mechanisms in collaboration with RPCO.
 5. Ensure that local development plans are prepared through participatory approach and in harmony with the regional and national plans
 6. Conduct Participatory Resource Appraisal-Resource and Social Assessment (PRA-RSA) for the City of Naga, and
 7. Prepare and submit Work and Financial Plan and project reports to the CPMIU head.
- C. **I-BUILD.** Headed by the City Engineer, the Intensified Building-Up of Infrastructure and Logistics for Development (I-BUILD) Unit shall be responsible for the management and implementation of the rural infrastructure component of the PRDP in the City of Naga. Specifically, it shall
1. Manage feasibility study and detailed engineering (FSDE) preparation, procurement, contract administration and construction supervision of infrastructure subprojects



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2. Coordinate with the RPCO-I-BUILD Unit regarding infrastructure development and other infrastructure related concerns
 3. Facilitate/assist the Bids and Awards Committee (BAC) in the infrastructure subproject procurement processes, and
 4. Prepare and submit Work and Financial Plan and other reports to the CPMIU head
- D. **I-REAP.** Headed by the Metro PESO manager, the Investment for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP) Unit shall
1. Provide/facilitate enhancement of extension delivery system and provision of market support/facility to Peoples Organizations (PO) beneficiaries
 2. Coordinate with the Finance Unit for the timely deposit of the required annual counterpart funds and release of funds for the implementation of approved sub-projects
 3. Assist the Regional Program Advisory Board (RPAB) in prioritizing and evaluating sub-projects
 4. Collaborate with the CPMIU head in the establishment of priority production zones using the CCIP and value chain approach for agri-business development
 5. Establish collaborative mechanisms with other support institutions that will technically assist in the smooth implementation of the program, and
 6. Prepare and submit Work and Financial Plan and other reports to the CPMIU head.
- E. **M&E UNIT.** Comprising of staff from the City Planning and Development Office, City Human Resource Management Office, Metro PESO and the Jesse M. Robredo Center on Good Governance, the Naga City Governance Oversight Committee (NCGOC) shall serve as the M&E unit for the project and shall
1. Implement and maintain the Program Monitoring Information System in the city ensuring that problems are immediately attended to or reported to RPCO
 2. Identify problems and issues which impede program implementation for remedial actions at the city level and elevate unresolved issues and problems to the RPCO for resolution and/or action
 3. Generate and submit the prescribed city reports to RPCO
 4. Ensure that all completed data capture forms and file copies of city consolidation reports are properly kept for ready reference
 5. Provide technical and administrative assistance to review missions of DA Central Office, the World Bank and other agencies that may undertake such missions



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6. Provide other forms of assistance that may be requested by the RPCO through the City Mayor from time to time, and
 7. Prepare and submit Work and Financial Plan to the CPMIU head.
- F. **PROCUREMENT UNIT.** Comprising of staff working with the city Bids and Awards Committee (BAC) and headed by the BAC Chairman, the unit shall
1. Advertise and/or post the invitation to bid, conduct procurement and pre-bid conferences, determine the eligibility of prospective bidders, receive bids, conduct the evaluation of bids, undertake post-qualification proceedings, and recommend award of contracts to the Head of the Procuring Entity or his duly authorized representative.
 2. Recommend the imposition of sanctions in accordance with Article XXIII of Republic Act No. 9184, otherwise known as Procurement Law
 3. Perform such other related functions as may be necessary, including the creation of a Technical Working Group from a pool of technical, financial and/or legal experts to assist in the procurement process, and
 4. Submit reports to the CPMIU head on matters relating to procurement.
- G. **FINANCE UNIT.** Comprising of heads from the City Budget Office, City Accounting Office, City Treasurer's Office and City Planning and Development Office and headed by the City Budget Officer, the Finance Unit shall be responsible for the financial aspect of the program. Specifically, it, shall
1. Review Work and Financial Plans
 2. Manage funds for program subprojects at the city level
 3. Maintain and submit liquidation reports or statements of expenditures (SOE) on subprojects
 4. Participate in resource management planning and implement strategies to increase collection of local revenues
 5. Participate in enhancing local governance systems and mechanisms in areas of financial management, procurement and audit; and
 6. Submit an Annual Performance Report and other related documents on the actual local revenue collection and governance reforms.
- H. **SES UNIT.** Headed by the City Environment and Natural Resources Officer, the Social and Environmental Safeguard (SES) Unit shall
1. Prepare and implement an environmental management plan, resettlement action plan and indigenous people development plan, all in a manner satisfactory to the World Bank



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2. Provide technical assistance to participating barangays in compliance of the same whenever the program require coordination with these local government units, and
 3. Prepare and submit a Work and Financial Plan to the CPMIU head.
- I. **INFOACE UNIT.** Led by the City Events, Protocol and Public Information Office (CEPPIO) Head, assisted by the Regional Agriculture and Fishery Information Division (RAFID), the Information, Education, Advocacy and Communication (INFOACE) unit shall
1. Mainstream the PRDP Information, Education, Advocacy and Communication (IEAC) activities into the regular plans of the city
 2. Spearhead the conduct of a citywide IEAC planning and execution
 3. Work and interface with the program components at the CPMIU to determine their IEAC requirements/recurring needs
 4. Lead the execution of the city IEAC plan
 5. Provide feedback to the Regional INFOACE Unit for possible revision and/or improvement
 6. Spearhead the documentation of best practices and successful project implementation at the city level
 7. Spearhead the publication and dissemination of project accomplishments
 8. Establish and maintain media relations, and
 9. Prepare and submit a Work and Financial Plan to the CPMIU head.
- J. **GAD UNIT.** Under supervision of the i-Serve Project Officer, the Gender and Development (GAD) Unit shall ensure that GAD issues and concerns are mainstreamed and integrated in the different programs, projects and activities under the PRDP.

SECTION 6. Budget. Necessary funds shall be provided for the operation and maintenance to carry out the smooth implementation and management of the Program.


SECTION 7. Effectivity. This Executive Order shall take effect immediately and will continue until termination of the PRDP or until amended or revoked.

ISSUED this 4th day of February 2015 at Naga City, Philippines.



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JOHN G. BONGAT
City Mayor

Attested by:


FLORENCIO T. MONGOSO, JR. CSEE
Department Head II and Acting City Administrator