



EXECUTIVE ORDER NO. 2013-005

CREATION OF THE CITY WATER AND SANITATION (WATSAN) COUNCIL FOR THE IMPLEMENTATION OF THE 2013 SAGANA AT LIGTAS NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM AND BOTTOM-UP PLANNING & BUDGETING (BUPB) AREAS:-

WHEREAS, the City Government of Naga and the Department of the Interior and Local Government entered into a Memorandum of Agreement regarding the Implementation of 2013 SALINTUBIG in BUB areas;

WHEREAS, the "2013 Sagana at Ligtas na Tubig sa Lahat" Program was established to provide grant financing and capacity building for the implementation of water supply projects in waterless municipalities; in poorest barangays with high level of waterborne diseases, in resettlement areas and Rural health unit-lying in clinic without access to safe and potable water including those in the BUB areas;

WHEREAS, per signed MOA dated **February 12, 2013** and SP Resolution No. 2013-017, the City of Naga shall implement and adhere to the guidelines under the Sagana at Ligtas na Tubig sa Lahat Program with "**Providing Water Access to Disadvantaged Households in Naga City**" as the proposed project;

WHEREAS, the City shall undertake the following obligations as set forth in the Program Implementing Rules and Regulation (IRR), to wit:

1. Organize the City Water and Sanitation (WATSAN) Council which is responsible in establishing the goal, vision, and strategies for local water and sanitation sector and for managing the implementation of the Program.
2. Organize the Program Management Unit (PMU) or WATSAN Team thru an Executive Order. The PMU or WATSAN Team shall oversee the day-to-day activities of the project implementation. The PMU or WATSAN team shall be headed by the City Engineer to oversee the day-to-day activities of the program implementation.
3. Identify communities who have shown interest to the project and has the capacity to implement the program as partner of the municipality with

priority given to poor communities without access to safe drinking water, high incidence of water-borne diseases, and poverty incidence.

4. Prepare and submit project proposal and the necessary accompanying documents to DILG Regional Offices through the DILG Field Offices.
5. Open Trust Account with any local depository bank of the Government for account expenses or in case the LGU has an existing Trust Account, a certification from the Treasurer and local bank has to be issued for the utilization of the said trust account;
6. Supervise the DED Consultant in the preparation of the detailed engineering designs (DED) in case the LGU will engage its services. However, if the DILG or Province will procure the DED consultants, will provide all the necessary data/information relative to the project being proposed;
7. Provide technical assistance to other types of water service providers (WSPs) such as water cooperatives, barangay water supply associations, rural water supply associations, and private operators.
8. Comply with all the documentary requirements for the release of funds to the cities such as the project proposal/feasibility study and detailed engineering design and other requirements thereafter for the succeeding releases.
9. Implement the project by administration or by contract. In either mode of implementation, the Government Procurement Reform Act or RA 9184 should be complied with by the city.
10. Implement the projects in accordance to the approved detailed engineering designs. Any amendments, variations from the original design, the municipality must seek first the approval of DILG.
11. Supervise construction activities, including but not limited to the inspection of works to ensure that the contractor comply with the materials quality control and safety standards, and that the construction is undertaken in accordance with the time bound schedule.
12. Provide ten percent (10%) counterpart to projects that will form part of the total project cost of the proposed water system.
13. Participate in all capacity building interventions provided by DILG, DOH, NAPC and LWUA;
14. Work closely with the designated CSOs in the area
15. Organize the beneficiary barangay/s who will be responsible for providing data/ information during the preparation of proposals,



16. Submit monthly physical progress reports to the DILG Regional Office, furnish copies to the Provincial Government and DILG Central Office.
17. Ensure the sustainability of the operations of projects by allocating funds annually for the operations and maintenance of the facilities including other maintenance costs.
18. Attend meetings, conferences and forum related to project implementation.
19. In case the proponent is Water Service Provider, enter into an agreement with partner water service provider (WSP) like water district, BAWASA, or cooperative to implement a water project; the LGU shall define the obligations of both parties during the various phases of project planning, implementation and operations and requirements for project approval and funds disbursement.
20. Submit to DILG-Regional Office a monthly verified Statement of Expenditures (SOE) duly signed by the Treasurer, Accountant and verified by the Auditor and Statement of Receipts and Disbursements (SORD).

WHEREAS, in the interest of the public service, to effectively implement the Sagana at Ligtas na Tubig sa Lahat Program and meet the obligations of the City as set forth herein, there is a need to create a City Water and Sanitation (Watsan) Council and PMU or WATSAN Team that shall integrate and promote the development of the water and sanitation sector at the local level, and coordinate and supervise the activities and outputs of the Program at the local level.

NOW THEREFORE, by virtue of powers vested upon me by law do hereby order the creation of the Water and Sanitation Council (Watsan Council) and PMU or WATSAN Team to be composed of the following determining each membership functions and responsibilities, as follows:

SECTION 1: COMPOSITION. The City Water and Sanitation Council shall be composed of the following:

Chairman	Leon B. Palmiano IV , City Engineer
Vice-Chairman	Wilfredo B. Prilles, Jr. , City Planning & Devt. Coordinator
Members	Ma. Consuelo F. del Castillo , Acting City Budget Officer Paciencia SJ. Tabinas , City Accountant Helen T. Rosales , City Treasurer Allen Reondanga , Information Officer Vito C. Borja II , City Health Officer Rhea Ascano , LGOO II, DILG-Naga Jaime Reblando , City Social Welfare & Devt. Officer



Joseph Ronald O. Bulaong, Chief, Task Force TUBIG
Ram Samar, NCPC Chairperson

Adviser **David Casper Nathan Sergio**, SP Committee on Environment

SECTION 2. FUNCTIONS, DUTIES AND RESPONSIBILITIES

A. **The WATSAN Council** is mainly a policy-making and coordinating body.

1. Prepare Executive and Legislative Agenda for the City
2. Integrate project coordination for the activities and staff, consultants and other local government offices to ensure smoother working relationship
3. Coordinate with concerned National Government and Non-Government Agencies in the development and implementation of WATSAN projects
4. Issue local ordinances that will ensure the sustainability of operations of the water supply system, including but not limited to, implement actions and collection of water tariff.
5. Act as a central channel of communication and coordination with the partner agencies, other line agencies, service providers and the general public
6. Mobilize barangay officials in the implementation of WATSAN activities
7. Resolve conflicts and issues at their level
8. Participate in capability-building activities in preparation for 2013 SALINTUBIG Program

B. **The WATSAN Team or Project Management Unit** are the working force of the WATSAN Council

1. Prepare annual work plan
2. Conduct baseline survey on WATSAN situation in all barangays and rank them according to health, sanitation, water supply problem indicators
3. Establish a WATSAN database through the CPDO, and in collaboration with the City Health Office and the City Engineer's Office
4. Conduct Technical Inventory and/or Survey on existing Water and Sanitation facilities in number of barangays within the city
5. Prepare feasibility studies and project proposals on water and sanitation for consideration of the city WATSAN Council, the Sangguniang Panlungsod and financing institutions and/ or agencies
6. Facilitate sector-planning
7. Facilitate organization of communities as water users or as operator of community-based water system
8. Facilitate training of officers and staff of local community water service providers (WSPs) and Water User's Associations, especially on the following, development of customers' service code and tariff setting & regulation
9. Conduct monitoring activities on the extent of project implementation
10. Submit annual accomplishment report



11. Participate in capability-building activities related to the implementation of SALINTUBIG Program

C. CSOs/NGOs

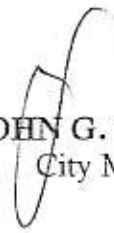
1. As warranted, take the lead in the conduct of community organizing/social preparation including consultations with the target community or barangays;
2. Participate in planning and evaluation of the project
3. Conduct training for local community water service providers (WSPs) and Water User's Associations, especially on the following, development of customers' service code and tariff setting & regulation
4. Participate in capability-building activities related to the implementation of SALINTUBIG Program
5. Monitor project implementation
6. Attend meetings

SECTION 3. ADMINISTRATIVE AND OPERATIONAL SUPPORT.


Upon the effectivity of this order, the City WATSAN Council, WATSAN Team or PMU may draw its administrative, operational and budgetary requirements from the available fund of the Office of the Mayor.

SECTION 4. EFFECTIVITY. The order shall take effect immediately.

DONE this 13th day of February 2013 at the City of Naga.


JOHN G. BONGAT
City Mayor

Attested:


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