



Republic of the Philippines
Office of the City Mayor
 City of Naga, 4400



EXECUTIVE ORDER NO. 2020-001
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**RECONSTITUTING THE NAGA CITY PROJECT MONITORING COMMITTEE
 IN ACCORDANCE WITH DEPARTMENT OF THE INTERIOR AND LOCAL
 GOVERNMENT MEMORANDUM CIRCULAR NO. 2019-188**

WHEREAS, the Department of the Interior and Local Government issued on November 4, 2019 Memorandum Circular No. 2019-188 enjoining local government units to organize or reconstitute their respective Project Monitoring Committee (PMC) and reiterating the manner of creation, selection and appointment of its members and their functions and responsibilities;

WHEREAS, there is a need to reconstitute the existing Project Monitoring Committee to align it with Memorandum Circular No 2019-188;

NOW THEREFORE, I, NELSON S. LEGACION, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

SECTION. 1. RECONSTITUTION. The existing Naga City Project Monitoring Committee is herein reconstituted as follows:

- a. **Membership:**
 - i. City Director of the Department of the Interior and Local Government-Naga City
 - ii. Chairperson of the Naga City People's Council
 - iii. One representative of NGO/PO members of the City Development Council (CDC)
 - iv. Four members to be appointed by the City Mayor from among five nominees of the CDC. Nominees of the CDC need not be members of the CDC.
- b. **Chairperson.** The city mayor shall appoint the Chairperson from among the four members of the PMC nominated by the CDC per Section 1.a.iv.
- c. **Secretariat.** The City Planning and Development Coordinator shall serve as the Secretariat of the PMC. He may tap the staff of the City Planning and Development Office for the purpose.

SECTION 2. TENURE. The term of appointment of the NGO/PO member to the PMC shall be one year, without prejudice to reappointment. The term of appointment may be terminated at any time by the joint signatures of the CDC Chairman and Co-Chairman.

SECTION 3. FUNCTIONS. The PMC shall have the following functions:

- a. Provide to NGOs involved in project monitoring the list and schedule of all projects to be monitored;



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- b. Collect and process reports of implementers and NGO monitors on the status of project implementation for the information of the CDC, the City Mayor, and the Regional Project Monitoring Committee (RPMC);
- c. Determine problems related to the implementation of programs and projects and verify information to be submitted for analysis and action of the CDC, copy furnished the City Mayor;
- d. Provide feedback on the remedial actions of the CDC and follow up implementation;
- e. Prepare and disseminate periodic project monitoring report on the status of project implementation to the City Mayor and the RPMS; and
- f. Elevate to higher level bodies issues and problems which are not resolved locally.

In the performance of its functions, the PMC shall further be guided by the latest *Regional Project Monitoring and Evaluation System Operational Guidelines* of the Regional Development Council.

SECTION 4. FUNCTIONS OF THE SECRETARIAT. The Secretariat shall have the following functions:

- a. Prepare, for approval of the PMC, the Monitoring and Evaluation (M&E) Work Program to be undertaken by the PMC during any given fiscal year which will include the list of programs and projects and schedule of implementation as submitted by departments and offices of the city government and implementing agencies of the national government;
- b. Provide the City Mayor with a copy of the approved M&E Work Program;
- c. Facilitate inter-agency, inter-governmental, and field headquarters coordination, if necessary;
- d. Upon direction of the chairperson, prepare the agenda and issue and distribute notices of meetings; and,
- e. Record and prepare the minutes of meetings, maintain the records of the PMC, and perform such other secretariat functions as may be appropriate.

SECTION 5. SCOPE OF MONITORING AND EVALUATION. All programs and projects implemented in Naga City, whether funded locally or nationally, are subject to the M&E functions of the PMC and the NGOs so assigned for the purpose. "Programs and projects" shall not be restrictively interpreted to mean "infrastructure projects" but shall mean all programs and projects of the city and national governments as implemented



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by city departments and offices and national government agencies. Agencies, departments and offices, whether of the city or the national government, shall provide program or project information, implementation status, funding status, and other details as may be requested by the PMC to assist it in performing its M&E functions.

SECTION 6. PRIORITIZATION OF PROGRAMS AND PROJECTS FOR M&E. Given the magnitude of M&E work if all programs and projects of the city and national governments will be monitored, the PMC shall prioritize monitoring work as follows:

- a. Programs and projects in the current Executive-Legislative Agenda which directly contribute to poverty alleviation and employment generation,
- b. Programs and projects aligned with the current Bicol Regional Development Plan, and,
- c. Key programs and projects funded with mandatory appropriations as per city ordinances or national issuances.

SECTION 7. DROPPING OF "PMC EVALUATION REPORT" IN PROCESSING PAYMENTS. The existing practice of requiring a copy of the "PMC Evaluation Report" as attachment to vouchers for infrastructure projects is herein dropped. Henceforth, claims for payment by contractors against the city government shall not be required to have such attachment.

SECTION 8. COMPLIANCE REPORTING. The PMC and its Secretariat shall ensure timely compliance with the reportorial requirements of the Regional Project Monitoring and Evaluation System established under Executive Order No. 93 s.1993.

SECTION 9. HONORARIUM. The NGO/PO and private sector members of the PMC shall be entitled to honorarium of P1,000.00 per month to cover the cost of attendance to meetings and M&E activities of the PMC. Failure to attend such meetings or M&E activities shall result in the proportionate reduction in the amount of honorarium. Absence of PMC meeting or activity in a given month shall cancel entitlement to the honorarium for that month.

SECTION 10. FUNDING. The amount presently appropriated in the 2020 Annual Budget for the Project Monitoring Committee shall be the budget of the PMC as herein reconstituted. The reconstituted PMC shall review the existing budgetary allocation and may re-align the same to better support its M&E functions. Funding for succeeding years shall be determined in accordance with the usual budgeting process of the city government.

SECTION 11. TRANSITION PERIOD. Within two months from its effectivity, the membership defined under Section 1.a.iii shall be designated by the NGO/PO members of the CDC from among their ranks, while those under Section 1.a.iv shall be appointed by the City Mayor from among the nominees of the CDC from which the PMC



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chairperson shall likewise be appointed by the City Mayor. The initial meeting of the PMC shall be convened by the City Mayor within ten working days from its full reconstitution.

SECTION 12. REPEALING CLAUSE. All executive issuances inconsistent with this Executive Order are herein repealed or modified accordingly.

SECTION 13. EFFECTIVITY. Notwithstanding the transition period, all sections of this Executive Order not pertaining to membership shall be effective immediately.

Issued this 6th day of January, Two Thousand and Twenty in the City of Naga, Philippines.

NELSON S. LEGACION
City Mayor

Attested by:

FRANCISCO M. MENDOZA
Acting City Administrator