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Concepcion Pequeña, City of Naga
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www.naga.gov.ph



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Office of the City Mayor
City of Naga, 4400



Functions:

1. In coordination with CPMIU, provides overall management of I-PLAN activities in the city;
2. Assesses the sub-project proposals coming from the People's Organization with respect to the City Commodity Investment Plan (CCIP) using the value-chain-approach (VCA);
3. Assesses the capability building requirements of the participating barangays People's Organization as basis for capability programs and prepares the City Commodity Investment Plan (CCIP);
4. In collaboration with the CPMIU, facilitates capability assistance to stakeholders in the province in improving extension service delivery system and local governance systems and mechanisms;
5. Coordinates the delivery of technical assistance to People's Organization in strengthening their capabilities in planning implementation, operation and maintenance, monitoring and evaluation of AFMP and the CCIP;
6. Integrates the BLGUs Poverty Reduction Plan, Women Development Plan, AFMP and the plans for other vulnerable groups into the Comprehensive Development Plan;
7. Ensures the local development plans are prepared through participatory approach and in harmony with the provincial and regional plans and;
8. Prepares and submits reports to the CPMIU Head

Section 2.2 Intensified Building Up of Infrastructures and Logistics for Development (I-BUILD) Team. It shall be responsible for the management and implementation of the rural infrastructure component and shall have the following composition and functions:

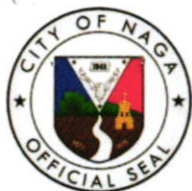
Composition:

Unit Head : Engr. Alexander Caning, Acting City Engineer, CEO
Asst. Head : Engr. Menandro Calingacion, Agricultural Biosciences Engineer, CAGO

Functions:

1. Manage feasibility study and detailed engineering (FSDE) preparation, procurement, contract administration, and construction supervision of infrastructure subprojects.
2. Coordinate with the RPCO-IBUILD regarding infrastructure development and other infrastructure related concerns.
3. Facilitate/ assist the Bids and Awards Committee (BAC) in the infrastructure subprojects procurement process;
4. Prepare and submit Work and Financial Plan and other reports on the status of subprojects to the CPMIU head.

Section 2.3. Investment in the Rural Enterprises and Agriculture and Fisheries Productivity (I-REAP) Team. I-REAP shall be responsible for the management and implementation of the enterprise subproject and shall have the following composition and functions:



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



Composition:

Head : -Mr. Marco Nayve, Administrative Officer, Metro PESO
Asst. Head : -Mr. Alvin Alvaro, Agricultural Technologist, CAgO

Functions:

1. Attend/ assist in the conduct of enterprise identification, prioritization, validation of the proposed enterprise
2. Prepare and finalize business plans
3. Attend series of workshop in the preparation, finalization and approval of enterprise;
4. Conduct analysis of market trends, industry situations and market potentials of priority commodities;
5. Propose capability building activities (trainings and workshops) for the I-REAP proponent groups and beneficiaries;
6. Coordinate the conduct of cluster-wide training sessions and workshops for I-REAP beneficiaries;
7. Participate in the monitoring and evaluation of I-REAP activities

Section 2.4. Social and Environmental Safeguards (SES) Team, The SES Team shall ensure the compliance and implementation of social considerations and safeguards policy of the program and shall have the following composition and functions:

Composition:

Head : -Engr. Alex Caning, City Environment and Natural Resources Officer, ENRO
Asst. Head : -Mr. Benedicto Heraldo, Agricultural Technologist, CAgO

Functions:

1. It shall carry out the environmental guidelines, the environmental management plan, the resettlement policy framework and the indigenous people development framework, in a manner and substance, satisfactory to the World Bank, including whenever required, pursuant to said guidelines and frameworks, prepare and implement an environmental management plan, resettlement action plan and indigenous people development plan, all in a manner satisfactory to the bank; and in coordination with the MPMIU, provide technical assistance to the participating barangays and People's Organization in compliance of the same whenever the program required.
2. Ensuring alignment of social and environmental safeguards-related issues among all project components;
3. Conduct of Appraisal and Review of Feasibility Studies, Detailed engineering Designs and Business Plans to check compliance to Social and Environmental Management Framework and Guidelines;
4. Coordinates with the concerned M&E Unit on the status of I-BUILD, I-REAP subprojects to ensure integration of safeguards policy of the program in the whole project cycle;
5. Assist in the conduct of spot monitoring of subprojects and evaluation of safeguards compliance;



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



6. Preparation and submission of timely and regular progress reports indicating status of compliance to environmental safeguards policy;

Section 2.5. Grievance Redress Mechanism (GRM). The GRM shall be in charge of resolving issues raised by the community in the course of planning, implementing and operation of the subproject and shall have the following composition and functions

Composition:

- Unit Head : -Atty. McGyver Gerard Orbina, City Legal Officer, CLO
Asst. Head : -Ms. Salve Intia, Agricultural Technologist, CAgO

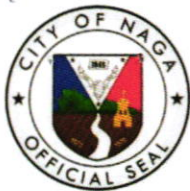
Functions:

1. The LGU through the GRM Unit together with the Project Support Offices (PSO), Regional Project Coordination Offices (RPCOs) will make the public aware of the Grievance Redress Mechanism through public awareness campaigns, training and capacity, building in Project Implementation Support (I-SUPPORT).
2. The Grievance Point Person (GPP) will be responsible for the initial screening of feedback and complaints, as well as, the organization of preliminary meetings with concerned parties to establish the critical path to resolution.
3. The GRM Unit shall maintain a registry of feedback or grievances received for reporting to the National Project Coordination Office (NPCO) and the World Bank, specifically for associated follow-up, resolution or non-resolution issues.
4. The GRM Unit shall provide a standard complaint form for household or groups of households wishing to provide feedback and/or complaint about the effects of PRDP activities of their property, production system, economic well-being, spiritual life or environment quality.
5. The GRM Unit shall keep records of feedbacks and complaint in the registry.
6. In case of complaints, the GRM Unit will assess the validity of the grievance. If evaluated as valid, within 10 days from the date the complaint is received, the GRM Unit will organize meetings with the relevant agencies/ contractors to discuss how to resolve the matter. All meetings will be recorded and copies of the minutes of meetings will be provided to the beneficiaries.
7. The Mayor's Office shall take such mitigation measures as agreed in the meetings of complaints received.
8. When the complaint is resolved, the GRM Unit shall forward copy of the Complaint Form signed by complaint/head of household, noted by the Mayor at each stage of process, to the concerned RPCO.

Section 2.6. Economics Unit. The Economics Unit in coordination with the I-REAP and I-BUILD Components shall prepare the financial and economic analysis of subproject proposals, attend activities being required for the unit, and shall coordinate with the RPCO counterpart(s) other relevant issues and concerns.

Composition:

- Unit Head : -Mr. Ernest Asence, Agricultural Technologist, CAgO
Asst. Head : -Mr. James Refugio, CPDO



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



Section 2.7. Finance Unit. The team shall have the following composition and functions:

Composition:

Unit Head: Ms. Ruby Singson, City Accountant, CAO

Functions:

1. Maintain records of releases, obligations and disbursement of operational fund;
2. Prepare and submit financial reports;
3. Preparation and consolidation of Work and Financial Plan;
4. Maintain and submit liquidation reports or statements of expenditures (SOE) on subprojects;
5. Participate in resource management planning and implement strategies to increase collection of local revenues;
6. Coordinate with RPCO regarding fund releases and submission of its corresponding liquidation documents;
7. Prepares and review endorsement to RPCO of financial documents for fund request;
8. Prepare liquidation reports and other financial reports for endorsement to RPCO.

Section 2.8. Procurement Unit. The team shall have the following composition and functions:

Composition:

Unit Head : Mr. Anselmo B. Maño, Acting City Procurement Officer, CPO

Asst. Head : Ms. Lynie Malana, CAgO Procurement Officer

Functions:

1. Preparation of Procurement Plan, Bid Evaluation Report (BER) Review Report and other required financial documents;
2. Prepare procurement documents and other documentary requirements for endorsement to RPCO;
3. Preparation of reports of the procurement unit;
4. Attend procurement-related activities including coordination, meetings, trainings, PSO-RPCO led procurement activities and other related activities;

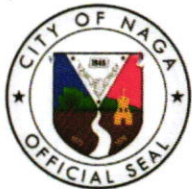
Section 2.9. Monitoring and Evaluation Unit. The team shall have the following composition and functions:

Composition:

Unit Head : Ms. Maria Emily T. Galgal, ICCAFC Chairperson

Functions:

1. Implements and maintains the Project Management Information System in the municipality ensuring that systems problems are immediately attended to or reported to RPCO;
2. Coordinates all M&E activities in the participating barangays under municipality's jurisdiction;



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



3. Identify problems and issues which impede program implementation for remedial actions at the municipality level and elevate unresolved issues and problems to the PPMIU for resolution and/or actions;
4. Generates and submits the prescribed M&E reports to RPCO;
5. Provides technical and administrative assistance to review missions of Department of Agriculture- Central Office, the World Bank, and other agencies that may undertake such missions.

Section 2.10. Geomapping and Governance Unit (GGU). The GGU shall have the following composition and functions:

Composition:

Unit Head : ✓Mr. Huberto I. Ursua, i-Governance Center Director

Functions:

1. Coordinate to all other sub-units to see to it that all PPA's are carried out and is in compliance and aligned with the platform of good governance.
2. Provides necessary information to the CPMIU on the latest news and guidelines in the attainment of public accountability and good governance.
3. Submit reports to the CPMIU Chairman on matters relative to best practices of some LGU's worth replicating for.
4. In charge of geomapping/ geotagging activities.

Section 3. GAD Unit. The GAD unit shall ensure the GAD issues and concerns are mainstreamed and integrated in the different programs, projects and activities under PRDP. For this purpose, the city's GAD Focal Point System shall comprise the GAD Unit. It shall assist the CPMIU in ensuring that gender issues are properly considered and addressed in project formulation and implementation.

Section 4. Membership of the Project Component Action Teams. To facilitate coordination and control within each team, the head of each Project Component Action Team shall designate the personnel within his own office or unit who shall comprise the members of his or her team.

Section 5. Budget. Necessary fund shall be provided for the operation and maintenance to carry out the smooth implementation and management of the project.

Section 6. 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 November, Two thousand and Twenty two in the City of Naga, Philippines.

NELSON S. LEGACION
City Mayor

Attested by:

ELMER S. BALDEMORO
City Administrator