



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



NOW THEREFORE, I, **NELSON S. LEGACION**, Mayor of the City of Naga, by virtue of power vested in me by law and the Constitution, do hereby create the SGLGIF Project Implementation Team (SGLGIF-PIT) in the City of Naga.

SECTION 1. CREATION. There shall be created a SGLG Incentive Fund Project Implementing Team in the City Government of Naga.

SECTION 2. COMPOSITION. The SGLG Incentive Fund Project Implementing Team of the City Government of Naga shall be composed of the following members:

Chairperson : **Hon. Nelson S. Legacion**
City Mayor

Co-Chairperson : **Hon. Cecilia Veluz-De Asis**
City Vice Mayor

Members:

Mr. Joselito SA. Del Rosario
City Administrator

Mr. Wilfredo B. Prilles
City Planning and Development Officer

Engr. Alexander N. Caning
Head, City Engineer's Office

Mr. Jesus S. Del Villar
Acting Assistant City Budget Officer

Ms. Ruby R. Singson
City Accountant



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Allen L. Reondanga
City Events, Protocol and Public Information Officer

Armie B. Gunay
i-Governance Program Officer
SGLG Focal Person

Atty Hazel O. Deocareza
City Director of DILG

SECTION 3. FUNCTION, DUTIES AND RESPONSIBILITIES. The SGLG Incentive Fund Project Implementation Team (SGLGIF-PIT) shall have the following function, duties and responsibilities:

1. Ensure that the project implementation abides the provisions on the DILG MC 2025-014 dated February 27, 2025;
2. Facilitate the preparation and submission of all documentary requirements for the release of the SGLG Incentive Fund Subsidy;
3. Assist in the preparation of the project proposal to be submitted to the Chairman of the SGLGIF-PIT for review and approval;
4. Assist in the preparation of the Program of Works, Detailed Cost Estimate and Detailed Engineering Design in case of Infrastructure project;
5. Prepare the project action plan and budget, subject to the approval of the LCE;
6. Determine and approve propose project to be funded by the SGLG Incentive Fund;
7. Monitor the progress and oversee the implementation of the SGLG Incentive fund project;
8. Facilitate the preparation and submission to the DILG Regional Office progress reports of the following:
 - a. Monthly Submission of the Statement of Work Accomplished (SWA) every 5th day of the ensuing month



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- b. Submission of Statement of Report and Disbursement (SORD, as deemed necessary, when the contractor/administrator issues a progress billing
 - c. Reports on projects involving procurement of goods and services.
9. Submit Project Completion Report once project is completed supported with pictorials accompanied by the following:
- a. Certification of Completion
 - b. Certificate of Turnover and Acceptance (if project is by contract)
 - c. 12 months warranty certificate signed by the Contractor
 - d. Final Report of Disbursements duly received and verified by the Local COA;
10. Performs such other functions related to the SGLG Incentive Fund Implementation and management as may be prescribed by competent authorities.

SECTION 4. MEETINGS. The SGLGIF-PIT shall have its meeting as it may deemed necessary, to discuss, assess, review, and evaluate any matters relative to its function as mentioned hereof.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately.

Issued this 15th day of April, 2025, at the City of Naga, Camarines Sur, Philippines.

HON. NELSON S. LEGACION
City Mayor

Attested By:


JOSELITO S.A. DEL ROSARIO, Ph. D
City Administrator