



Republic of the Philippines
Province of Samar
MUNICIPALITY OF CALBIGA
Office of the Municipal Mayor

EXECUTIVE ORDER NO. 19
Series of 2025

**AN ORDER RE-ORGANIZING THE EXPANDED LOCAL PROJECT
MONITORING COMMITTEE (LPMC) OF THE MUNICIPALITY OF CALBIGA,
SAMAR, DEFINING ITS FUNCTIONS AND FOR OTHER PURPOSES**

WHEREAS, the Local Government Code of 1991, Monitoring and Evaluation (M&E) of programs and projects has been devolved to Local Government Units (LGUs).

WHEREAS, the members of the Project Monitoring Committee (PMC) who are no longer connected to the organization need to be reorganized and replaced.

WHEREAS, Memorandum Order No. 175 s1988 established the creation of the Project Monitoring Committee (PMC) to ensure that contracts to implement projects are entered into at the most economical and advantageous terms and implemented efficiently under specifications and the timetable of completion.

WHEREAS, Executive Order No. 376 s 1989 issued by the Office of the President, amended by Executive Order No. 93 s 1993, establishing the creation of the Regional Project Monitoring and Evaluation System (RPMES) to facilitate the monitoring and evaluation of programs and projects implemented.

WHEREAS, DILG Memorandum Circular No. 2019-188 dated 14 November 2019, enjoining LGUs to organize or reconstitute the Local Project Monitoring Committee (LPMC) in their respective areas of jurisdiction.

NOW, THEREFORE, I, RED L. NACARIO, Municipal Mayor of Calbiga, Samar, by virtue of the powers vested in me by law, do hereby order the re-organization of the Expanded Local Project Monitoring Committee (PMC) as follows:

Section I. COMPOSITION. The Local Project Monitoring Committee herein referred to as LPMC shall be composed of the following:

Chairman: **ENGR. JULITO L. ABARQUEZ** -Municipal Assessor

Members: **SANDRA MATRONA A. MUTIA** -SB Member and Chair, Committee on
Appropriations

JOEL C. OCASLA	-Ex Officio SB Member and <i>Liga ng mga Barangay</i> President
JOSE U. LUMAAD	-SB Member and Chair, Committee on Public Service and Utilities
ANDREW C. ABELIDO	-SB Member and Chair, Committee on Public Works and Special Projects
URBANO A. PINO	-MLGOO
EVA R. RANAS	-MSWDO
MERCEDES A. LUENGAS	-Municipal Budget Officer
FERNANDO C. VERDEJO	-Instrument Man
ZALDY PACAYRA	-Administrative Aide I
NARCISO A. DACUT	- <i>Punong Barangay</i> , Poblacion 1
FIDEL D. NACARIO, JR.	-Calbiga Watch, Inc.

Section II. FUNCTIONS. The Project Monitoring Committee shall serve as the monitoring arm of the Municipality on the programs and projects implemented in the locality as follows:

- Provide a list and schedule of all projects to be monitored to NGOs involved in project monitoring;
- Collect and process reports of implementers and NGO monitors on the status of project implementation for the information of the development council and the next higher level project monitoring committee;
- Determine problems and verify the information to be submitted for analysis and action of the development council;
- Provide feedback on the remedial actions of the development council and follow-up implementation, and
- Prepare and disseminate periodic project monitoring reports on the status of project implementation, and elevate to higher-level bodies problems/ issues that are not resolved at their level.

The LPMC Secretariat shall fill out Form 1 of the reports. Forms 2-4 of the reports shall be filled using a rotational set-up.

Section III. SCOPE AND COVERAGE. The scope and coverage of the PMC monitoring shall be noted as follows:

- Programs and projects in the Local Development Investment Program (foreign-funded and GAA-funded) and those in the priority list of the President, including development projects funded from the National Tax Allotment (NTA) shares of LGU or supported by funds released directly to the province/city/municipality.
- Projects funded from locally generated resources that are implemented within their respective areas.

SECTION IV. Advisory Team. An Advisory Team is hereby created to provide legal, technical and other related assistance to the Committee, as the need arises, and shall be composed of the following:

RED L. NACARIO
MARIO D. CABUJAT
ENGR. PONCE C. DAVID
PAMELA B. BERNATE
CHARITA B. PACAYRA
GRACE A. RIVERA

-Municipal Mayor
-Municipal Civil Registrar
-Municipal Engineer-Designate
-Municipal Accountant
-Municipal Treasurer
-Internal Audit Specialist

SECTION V. Powers and Functions of the Advisory Team. The Advisory Team shall have the following powers and functions:

- a. Recommend new or ancillary projects that are deemed necessary for the development of the municipality;
- b. Study any legal ramification/s, if any, in the implementation of projects and recommend the best course of action taking into consideration the interest of the general public and the rights of any aggrieved parties;
- c. Note any shift of priorities in order to stay relevant and propose proper and realistic recommendations;
- d. Conduct Sustainability Evaluation (SE) as a mechanism to determine functionality of completed subprojects and the resulting benefits from derived said subprojects;
- e. Determine the degree to which communities and Organization & Management groups adhere to the O & M arrangement; and
- f. Propose study tours for the purpose of gaining novel and innovative insights on project implementation for the purpose of updating the same and make them more responsive to the needs of the public.

Section VI. SECRETARIAT. The Municipal Planning and Development Office shall serve as the Secretariat of the Project Monitoring Committee (PMC), and shall be composed of the following;

<i>Chairman:</i>	ENGR. LEONOR L. JABONETE	-MPDC
<i>Members :</i>	LEA PAIT-RAFALES	-Tourism Operations Officer
	JURRY L. SOLAYAO	-Administrative Asst. III
	RICHE L. SOLAYAO	-Administrative Aide I
	ANNA MARIE D. ORLANES	-MPIO-Designate

SECTION VII. Powers and Functions of LPMC Secretariat.

- a. Prepare official communications to LPMC members and other stakeholders;
- b. Prepare logistics and coordinates activities;
- c. Ensure report preparations and transmittals;
- d. Record the minutes of every meeting of the committee;
- e. Prepare encoded minutes of the previous meeting for distribution and approval by the members during the subsequent meeting;
- f. Read the minutes of the previous meeting at the request of the chair;

- g. Note any corrections that may be raised by any member of the Board and/or its auxiliary bodies and prepare new minutes of the previous meetings as corrected;
- h. File minutes of meetings that have been approved by the Committee;
- i. Document the proceedings of every meeting;
- j. Assist in the preparation of process documentation;
- k. Set up the venue of the meeting and prepare the audio-visual equipment, if needed; and
- l. Prepare the Attendance Sheet for each meeting and reproduce documents that may be needed.

SECTION VIII. Policies and Guidelines. The Committee herein referred to shall formulate a resolution to request the Municipal Development Council (MDC) to grant authority the Municipal Mayor for the creation/re-composition of the expanded LPMC as mandated under Policy Content and Guidelines, 5.2.2, of DILG Memorandum Circular No. 2019-188 dated November 4, 2019. The *Advisory Team* is also given the authority to formulate policies and mechanisms based on guidelines set by LPMC Handbook 2.0.

SECTION IX. Honoraria. The members of this Committee, the Advisory Team and the Secretariat shall be entitled to a quarterly honorarium of Two Thousand Five Hundred Pesos (₱2,500.00) each, the funds of which shall be sourced from the local fund of the LGU.

SECTION X. Frequency of Meetings. The Committee shall agree and fix the regular quarterly meeting thru a resolution.

Section XI. FUNDING. Funds needed to operationalize the PMC shall be made available from the General Fund to include the grant of incentives as well as capability building, and other administrative costs.

Section XII. EFFECTIVITY. This Executive Order shall take effect immediately and shall be valid unless otherwise revoked or amended.

ISSUED this 26th day of September, 2025. in the Municipality of Calbiga, Samar, Philippines.


RED L. NACARIO
Municipal Mayor