



Office of the Municipal Mayor

EXECUTIVE ORDER NO. 40-A
Series of 2026

AN ORDER REORGANIZING AND RECONSTITUTING THE LOCAL PROJECT MONITORING COMMITTEE (LPMC) OF THE MUNICIPALITY OF VICTORIA, NORTHERN SAMAR, DEFINING ITS COMPOSITION, FUNCTIONS AND RESPONSIBILITIES, AND FOR OTHER PURPOSES

WHEREAS, Executive Order No. 376, Series of 1989, established the Regional Project Monitoring and Evaluation System (RPMES) to facilitate project implementation, problem-solving, monitoring and evaluation of development programs and projects at the regional, provincial, city and municipal levels;

WHEREAS, Memorandum Order No. 175, Series of 1988, provides for the establishment of Project Monitoring Committees at the provincial and municipal levels to monitor the implementation of government projects;

WHEREAS, the RPMES provides a mechanism for monitoring and evaluating development programs and projects funded from national, local and other government sources and promotes the participation of civil society organizations and other stakeholders in project monitoring;

WHEREAS, there is a need to reorganize and strengthen the Local Project Monitoring Committee of the Municipality of Victoria to ensure the timely, effective, transparent and accountable implementation of programs, projects and activities undertaken within the Municipality;

WHEREAS, there is likewise a need to institutionalize regular project inspection and validation of physical accomplishments to assist the Municipal Government in determining whether projects are being implemented in accordance with approved plans, specifications, programs of work, contracts, schedules and applicable government rules and regulations;

NOW, THEREFORE, I, JOEY U. ARDALES, Municipal Mayor of Victoria, Northern Samar, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. REORGANIZATION OF THE LOCAL PROJECT MONITORING COMMITTEE

The **Local Project Monitoring Committee (LPMC)** of the Municipality of Victoria, Northern Samar, is hereby reorganized and reconstituted as follows:

Chairperson:

EDITO E. CABACANG

Sangguniang Bayan Member, Committee Chairman on Finance, Appropriation, and Revenue Generation
Co-Chairman on Public Works/Infrastructure

Vice-Chairperson:

ALEX M. MANATAD

Sangguniang Bayan Member, Comm. Chairman on Public Works/Infrastructure

Members:

PAMELA KATE A. ALMO	-	MLGOO
LAILA P. VILORIA	-	Municipal Budget Officer
JEANIVY DEMAPE-JAMORALIN	-	Municipal Accountant
JAILA T. ORTEGO	-	Municipal Treasurer
ENGR. JAY KIM M. SUBIAGA	-	Municipal Assessor
SALVADOR SARTING	-	CSO/PO-LARBA
NATHANIEL CASTILLO	-	CSO/PO-VMPC
MELISA SEVILLANO	-	CSO-NORFIL Representative
JOSUE A. SAMBERE	-	LDC Member, Punong Barangay, Maxvilla
MARCOS P. PORTILES	-	LDC Member, ABC President
RUBEN M. GALECIO	-	LDC Member, Punong Barangay, Zone 2
ALBINO MONTUPAR	-	LDC Member, Punong Barangay, Zone 1

Secretariat:

ENGR. ALAN BEN C. PEÑAFLO
Municipal Planning and Development Coordinator

Members:

RISA A. PASA
JANE M. GODOYO
GUYLAINE E. BASIBAS
JOHN ERASMOS MARIE ENICILLO
GENE MARK P. SALOR

SECTION 2. FUNCTIONS AND RESPONSIBILITIES

The LPMC shall perform the following functions:

1. Monitor and evaluate the implementation of development programs and projects undertaken within the Municipality, whether funded from national government appropriations, grants, special funds, locally generated revenues, the Local Development Fund, or other lawful funding sources;
2. Prepare and maintain an updated inventory and monitoring schedule of ongoing and completed programs and projects within the Municipality;
3. Conduct regular field inspections and validation of the physical and financial status of programs and projects;
4. Determine whether projects are being implemented in accordance with approved plans, specifications, programs of work, contracts, schedules, applicable standards and relevant government rules and regulations;
5. Collect, review, consolidate and process reports submitted by implementing offices, contractors, project engineers, civil society monitors and other concerned entities;
6. Identify delays, implementation problems, deficiencies, deviations and other issues affecting project implementation and recommend appropriate corrective or remedial measures;
7. Submit monitoring findings and recommendations to the Municipal Mayor, Municipal Development Council and other concerned offices or agencies for appropriate action;
8. Provide feedback on corrective measures adopted and conduct follow-up monitoring to determine compliance and resolution of identified issues;
9. Coordinate with the Provincial Project Monitoring Committee, DILG, concerned national government agencies and other monitoring bodies whenever necessary;
10. Encourage and facilitate the meaningful participation of accredited civil society organizations, people's organizations and other stakeholders in project monitoring;
11. Maintain a database and proper documentation of project monitoring activities, including inspection reports, photographs, physical accomplishment reports, recommendations and actions taken; and

12. Perform such other monitoring and evaluation functions as may be prescribed under the RPMES and other applicable laws, rules, regulations and issuances.

SECTION 3. VALIDATION PRIOR TO FINAL BILLING AND PAYMENT

For infrastructure and other projects requiring measurement or confirmation of physical accomplishment, the concerned implementing office, particularly the Municipal Engineering Office, shall furnish the LPMC Secretariat with a written request for validation prior to the processing of the final billing and payment.

The LPMC shall, whenever practicable, conduct the required field validation **within five (5) working days** from receipt of the complete request and supporting documents.

The validation shall include, as applicable:

- a. Verification of reported physical accomplishment;
- b. Confirmation of completed quantities and major project components;
- c. Visual inspection of workmanship and conformity with approved plans and specifications;
- d. Documentation of observed deficiencies, deviations or unfinished works; and
- e. Preparation of an LPMC Validation/Monitoring Report.

The LPMC validation shall **not replace** the technical inspection, measurement, certification and contractual responsibilities of the Municipal Engineer, Project Engineer, Inspectorate Team, Bids and Awards Committee, Accounting Office, Commission on Audit or any other office or official whose functions are prescribed by law.

SECTION 4. PROJECT MONITORING REPORT

After every monitoring activity, the LPMC shall prepare an appropriate monitoring or validation report stating, among others:

- a. Project name and location;
- b. Implementing agency/office;
- c. Contractor, where applicable;
- d. Approved project cost and funding source;
- e. Contract duration and target completion date;
- f. Reported and validated physical accomplishment;
- g. Financial accomplishment, when applicable;
- h. Findings and observations;
- i. Problems or deficiencies identified;
- j. Recommended corrective actions; and
- k. Photographic documentation.

Copies of the report shall be furnished to the Municipal Mayor, concerned implementing office and other appropriate offices.

SECTION 5. MEETINGS AND PROJECT INSPECTIONS

The LPMC shall meet **at least once every quarter** or as often as may be necessary upon the call of the Chairperson.

Project inspections may be conducted regularly or whenever circumstances require, particularly for:

- a. Projects experiencing significant delays or slippages;
- b. Projects with reported implementation issues or complaints;
- c. Projects approaching substantial or final completion;
- d. Projects requiring validation for progress or final billing; and

e. Projects specifically referred by the Local Chief Executive, Municipal Development Council, DILG or other competent government authority.

SECTION 6. SECRETARIAT

The **Municipal Planning and Development Office (MPDO)** shall serve as the Secretariat of the LPMC and shall:

- a. Prepare notices, agendas and minutes of meetings;
- b. Coordinate project monitoring and inspection schedules;
- c. Maintain the LPMC project monitoring database;
- d. Consolidate monitoring reports and recommendations;
- e. Maintain records, photographs and other supporting documents;
- f. Prepare reports required under the RPMS and other applicable monitoring systems; and
- g. Provide administrative and technical support to the Committee.

SECTION 7. COOPERATION OF MUNICIPAL OFFICES

All municipal offices, departments, project implementing units and personnel concerned are hereby directed to extend full assistance and cooperation to the LPMC and provide documents, reports, plans, programs of work, contracts, accomplishment reports and other records reasonably necessary for project monitoring and validation.

SECTION 8. PARTICIPATION OF CIVIL SOCIETY ORGANIZATIONS

The LPMC shall encourage the participation of accredited Civil Society Organizations, People's Organizations and other qualified community representatives in project monitoring in accordance with applicable government policies and guidelines.

Such participation shall promote transparency, accountability and community involvement in the implementation of municipal development projects.

SECTION 9. FUNDING

Necessary expenses for the operation of the LPMC, including authorized monitoring activities, meetings, field inspections, capability-building activities, supplies and other administrative requirements, shall be charged against available and appropriate funds of the Municipality, subject to existing budgeting, accounting and auditing laws, rules and regulations.

Any honorarium, incentive or similar compensation shall be granted only when expressly authorized by law or applicable national government rules and subject to the availability of funds and applicable accounting and auditing requirements.

SECTION 10. REPEALING CLAUSE

All previous Executive Orders, memoranda, issuances or portions thereof inconsistent with this Executive Order are hereby repealed, amended or modified accordingly.

SECTION 11. SEPARABILITY CLAUSE

Should any provision of this Executive Order be declared invalid or unconstitutional, the remaining provisions not affected thereby shall continue to be in full force and effect.

SECTION 12. EFFECTIVITY

This Executive Order shall take effect immediately upon signing and shall remain in force unless amended, revoked or superseded by a subsequent issuance.

DONE this 3rd day of September 2026, at the Municipality of Victoria, Province of Northern Samar, Philippines.


JOEY U. ARDALES
Municipal Mayor