

EXECUTIVE ORDER NO.28

Series of 2014

AMENDMENT TO THE CREATION OF SPECIAL COMMITTEE FOR THE CONSTRUCTION OF "AAA" SLAUGHTER HOUSE IN BAMBAN, TARLAC

WHEREAS, the Construction of a "AAA" Poultry Dressing Plant in Bambang, Tarlac (AAA PDP) is a special project with funding assistance from the Department of Agriculture under the National Livestock Program;

WHEREAS, Executive Order No. 06 series of 2014 was issued on February 5, 2014, creating the Special Committee that will manage and handle the speedy and smooth implementation and monitoring construction of the AAA PDP;

WHEREAS, a need to amend the said Executive Order was agreed upon by the members of the Project Management Group (PMG) and the Special Implementing Unit (SIU) on its meeting last August 6, 2014.

NOW, THEREFORE, I, JOSE ANTONIO T. FELICIANO, Municipal Mayor of Bambang, Tarlac, by virtue of the powers vested in me under existing laws, do hereby order the amendment of the creation of the following Special Groups:

Section 1. Composition of the Project Management Group (PMG)

Chairman : Jose Antonio T. Feliciano, Municipal Mayor
Co-Chairman : Jose C. Reaño, DA Undersecretary of Operations (Livestock)

Members : Dr. Davinio P. Catbagan, DA Assistant Secretary for Livestock
Manuel R. Jarmin, Executive Director, LDC
Dr. Minda S. Manantan, Executive Director, NMIS
Dr. Easter F. Oblena, PIMD Head/OIC Budget Officer, NMIS

Secretariat : Ms. Cherrylyn M. Pascua, Executive Assistant, LGU
Dr. Jonathan V. Sabiniano, PIMD Staff, NMIS

Section 2. Composition of the Special Implementing Unit (SIU)

Chairman : Engr. Jose L. Vital, Municipal Engineer
Co-Chairman : Atty. Beata O. Obsioma, Deputy Executive Director, NMIS
Members : Engr. Juana T. Tapel, Engineer III, NMIS
Arch. Harris S. Magtoto, Municipal Administrative Officer
Ms. Ma. Baby Lena Agas, OIC, Team Leader (COA Bambang)
Ms. Uela Nilo, Resident COA Auditor of DA-NMIS
Dr. Fernando N. Lontoc, OIC, Regional Technical Director – RTOC III

Section 3. Composition of the SIU – Technical Working Group (TWG)

Finance Group: Ms. Olivia P. Caluya, Municipal Budget Officer
Ms. Agnes M. Lacanlale, Municipal Treasurer
Ms. Fe M. San Pedro, Municipal Accountant
Emmanuel S. Sison, Accountant III, NMIS

Monitoring Group: Dr. Eduardo L. Lapuz, Jr., DA-RFU III
Mr. Reynaldo Quililan, Meat Inspector III, NMIS

Section 4. Duties and Responsibilities.

Project Management Group (PMG). The PMG shall:

1. Provide policy direction in the implementation of the project;
2. Approve funding, contract, trainings and other legal documents pertaining to the project;
3. Approve/reject request for additional works and/or work variations;
4. Approve scheduled billings or claims by contractor and fabricator;
5. Ensure the timely completion of the project; and
6. Request for COA technical review of the contract between LGU Bamban and DA-NMIS and the contract among LGU Bamban, DA-NMIS and Private Operator.

A. Special Implementing Unit (SIU). The SIU shall:

1. Supervise the implementation of the project;
2. Prepare and submit weekly accomplishment reports with pictures of progress of completed works and evaluate, assess and recommend additional work/s or variation orders (if any) and other relevant documents for consideration by the PMG;
3. Provide technical assistance to the winning bidder to comply with the technical standards set by the Special Bids and Awards Committee (SBAC) and Technical Working Group (TWG);
4. Monitor deliveries of materials, manpower and equipment complement;
5. Evaluate work accomplishment compliance to the bidding documents, that is, material specifications, craftsmanship and installation of equipment.
6. Conduct testing in coordination with DPWH, whenever necessary, to validate conformance to specifications, craftsmanship and performance;
7. Assist in the processing of billings for payment by contractor, fabricator and supplier;
8. Coordinate with the concerned LGU COA representative for the conduct of evaluation and inspection of completed works; and
9. Perform such other tasks relative to its functions and responsibilities.

B. SIU – Technical Working Group.

Finance Group – they shall be responsible for the financial aspect of the AAA PDP project relative to obligations, balances and claims and they shall have the following functions:

1. Prepare and certify the obligation request endorsed by the Mayor;
2. Review the completeness and propriety of the Disbursement Voucher (DV) and supporting documents submitted by the Budget Office;
3. Prepare and release checks for payment to claimant;
4. Prepare financial and liquidation reports for submission to NMIS; and
5. Perform such other tasks relative to its functions and responsibilities.

Monitoring Group – they shall be responsible for the monitoring of implementation of the AAA PDP project and shall have the following functions:

1. Coordinate with the Municipal Engineering Office on the engineering component of the project;
2. Coordinate with NMIS to ensure that accreditation and food safety assurance requirements are incorporated in the construction;
3. Prepare progress report and/or report of completion and submit to NMIS and Municipal Engineering Office for review and validation; and
4. Perform such other tasks relative to its functions and responsibilities.

Section 4.Honoraria/Extra Essential Work Pay. The members of the PMG, SIU and SIU-TWG shall be entitled to receive honoraria as extra essential work pay subject to generally accepted government accounting rules and procedures.

Section 5.Fund Support. The PMG, SIU and SIU-TWG shall be provided with funding support to be taken from the allocated three percent (3%) from the funding assistance to cover administrative expenses of the DA – NMIS and LGU. The fund allocated shall be utilized for the following purposes:

1. Honoraria/Extra Essential Work Pay
2. Office Supplies and Equipment
3. Meetings/Conferences
4. Trainings and Seminars

Section 6.Repealing Clause. All issuances, memoranda and special orders issued inconsistent herewith are hereby repealed and amended accordingly.

Section 7.Separability Clause. If any provision of this Order is found to be unconstitutional or is inconsistent with any national or local laws, ordinance or resolutions, all the other provisions thereof shall remain in force and applicable.

Section 8.Effectivity. This Order shall take effect on the date of signing of the Memorandum of Agreement between DA-NMIS and LGU Bamban, Tarlac.

Done in the Municipality of Bamban, Tarlac this 10th day of October 2014.

JOSE ANTONIO T. FELICIANO
Municipal Mayor