



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF CALASIAO**

**EXECUTIVE ORDER NO. 62**  
*Series of 2023*

**CREATING/RECONSTITUTING THE MUNICIPAL PROJECT  
MANAGEMENT IMPLEMENTATING UNIT (MPMIU) OF THE  
PHILIPPINE RURAL DEVELOPMENT PROJECT SCALE-UP (PRDP-SU)  
IN THE MUNICIPALITY OF CALASIAO, PANGASINAN**

**WHEREAS**, the Department of Agriculture (DA) - Philippine Rural Development Project Scale-Up (PRDP-SU), is a government platform to achieve an inclusive, value-chain oriented and climate-resilient agriculture and fisheries sector through strategic investments in priority commodity value chains.;

**WHEREAS**, the Municipality of Calasiao, Pangasinan recognizes the importance of the program to attain economic growth and improvement in standard of living especially at the level of farm households;

**WHEREAS**, given the laudable objectives of the Project, a strong implementation partner at the municipal level at work as a team in support of the project is imperative;

**NOW, THEREFORE I, KEVIN ROY Q. MACANLALAY**, Municipal Mayor of the Municipality of Calasiao, Pangasinan, by virtue of the powers vested in me by law, do hereby order the Creation of the Municipal Project Management and Implementing Unit (MPMIU) as follows:

**Section 1.** The PRDP-SU - MPMIU shall be composed of the following:

Chairman: Municipal Administrator Romalyne Q. Macanlalay

Vice Chairman: MDPO Engr. Evelyn C. Siapno

**Section 2. Duties and Functions**

The MPMIU shall perform the following:

- a. Ensure that the roles and responsibilities of each personnel are being performed, and required outputs of project components are delivered as stated in the Memorandum of Agreements; and
- b. Ensure that the provision of the MOA for each subproject relative to financial and institutional accountabilities are defined and observed accordingly.

**Section 3.** There shall also be organized **Project Component Action Teams** their composition and functions.

**Section 3.1 The I- PLAN Component:** Investment for Agriculture Fisheries Modernization Planning at the Local and National Level:

1. In coordination with PPMIU, provides overall management of I-PLAN activities in the municipality;



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2. Assesses the sub-project proposals coming from the People's Organization with respect to the Provincial Commodity Investment Plan (PCIP) 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 Municipal Commodity Investment Plan (MCIP);
4. In collaboration with the PPMIU, facilities capability assistance to stakeholders in the province in improving extension service delivery system and local governance systems and mechanism;
5. Coordinates the delivery of technical assistance to BLGUS and People's Organization in strengthening their capabilities in planning implementation, operation and maintenance, monitoring and evaluation of AFMP and the MCIP;
6. Integrates the BLGUS Poverty Reduction Plan, Women Development Plan, AFMP and plans for other vulnerable groups into the Comprehensive Development Plan;
7. Ensures that 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 MPMIU Head.

Composition	
Unit Head:	Arch. Arvil Joshua Z. Camacho
Asst. Unit Head:	Ms. Rocy Lee C. Lorenzo
Member/s:	Ms. Genna P. Palma

**Section 3.2 The I-BUILD Component:** Intensified Building Up of Infrastructures and Logistics for Development. Shall be responsible for the management and implementation of the rural infrastructure component and shall have the following duties and 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 MPMIU head.

Composition	
Unit Head:	Municipal Engineer Edwin P. Tigno
Asst. Unit Head:	Assistant Municipal Engr. Arturo B. Gaspar
Member/s:	Engr. Jimbim N. Andaya





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**Section 3.3 The I-REAP Component:** Investment in the Rural Enterprises and Agriculture & Fisheries Productivity. Shall be responsible for the management and implementation of the enterprise subproject and shall have the following duties and 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 workshops 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.

Composition	
Unit Head:	Veterinarian Dr. Jorge R. Bandong
Asst. Unit Head:	Senior Agriculturist Mariones B. Tandoc
Member/s:	Meat Inspector III Dr. Gerald L. Quinit

**Section 3.4. Social and Environmental Safeguards (SES),** ensure the compliance and implementation of social considerations and safeguards policy of the program. Specifically, he/she will be tasked to:

**The** SES Unit shall be headed by the Municipal Environment and Natural Resources Officer (MENRO).

**A. Social Safeguards**

1. It shall carry out 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 the 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 safeguards-related issues among all project components;



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3. Conduct of Appraisal and Review of Feasibility Studies, Detailed Engineering Designs and Business Plans to check compliance to Social Management Framework and Guidelines;
4. Coordinates with the concerned MEL 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;
6. Preparation and submission of timely and regular progress reports indicating status of compliance to social safeguards policy;

Composition	
Unit Head:	MSWDO Editha B. Gorospe
Asst. Unit Head:	King Arrvi B. Gaspar
Member/s:	Susanna April C. Pineda

**B. Environmental Safeguards**

1. It shall carry out the environmental guidelines, the environmental management plan in a manner and substance, satisfactory to the World Bank, including whenever required, pursuant to said guidelines and frameworks, prepare and implement the environmental management 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 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 Environmental Management Framework and Guidelines;
4. Coordinates with the concerned MEL 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;
6. Preparation and submission of timely and regular progress reports indicating status of compliance to environmental safeguards policy;

Composition	
Unit Head:	MENRO Mark Paolo H. Caspillan
Asst. Unit Head:	Senior Environmental Management Specialist Elvis V. Dion
Member/s:	Madam Desiree S. Poserio





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**C. Grievance Redress Mechanism**

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 of 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-SU 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 meetings of complaints received;
8. When the complaint is resolved, the GRM Unit shall forward a copy of the Complaint Form signed by complainant/head of household, the Mayor annotated at each stage of process by the LGU to the concerned RPCO.

Composition	
Unit Head:	Madam Jacel C. Dion
Asst. Unit Head:	Christian Calaunan
Member/s:	Justin James R. Zulueta



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**D. Biodiversity Management Plan (BMP) Team**

**Roles and Function of the BMP Management Team**

1. **Plan Development:** The BMP Management Team is responsible for developing a comprehensive Biodiversity Management Plan that aligns with organizational goals, legal requirements, and best practices. They will conduct thorough assessments of the biodiversity within the area and identify key threats and conservation opportunities.
2. **Stakeholder Engagement:** The BMP Management Team collaborates with various stakeholders, including government agencies, and local communities. They will establish partnerships and maintain effective communication channels to ensure broad support and involvement in the implementation of the BMP.
3. **Policy and Compliance:** The BMP Management Team stays updated with relevant legislation, regulations, and policies related to biodiversity conservation. They will ensure that the BMP complies with these regulations and seek necessary permits or approvals as required.
4. **Implementation and Monitoring:** The BMP Management Team oversees the effective implementation of the BMP. This involves coordinating and supervising field activities, such as habitat restoration, species monitoring, invasive species control, and sustainable ecosystem management practices. They will also establish monitoring and evaluation systems to track progress, identify gaps, and make necessary adjustments to achieve the BMP's objectives.
5. **Data Management and Reporting:** The BMP Management Team ensures accurate collection, management, and analysis of biodiversity data. They will maintain a comprehensive database to track biodiversity indicators, threats, and conservation actions. Regular reporting on the status and effectiveness of the BMP to relevant stakeholders is also part of their responsibility.
6. **Capacity Building and Training:** The BMP Management Team identifies training needs and organizes capacity-building programs for staff, volunteers, and local communities. They will provide education and awareness initiatives to promote a better understanding of biodiversity and its importance, encouraging active participation in conservation efforts.





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- 7. Collaboration and Networking: The BMP Management Team fosters collaboration with other organizations, research institutions, and relevant networks to share knowledge, experiences, and best practices. They will actively participate in conferences, workshops, and forums to stay updated with the latest advancements in biodiversity management.
- 8. Public Relations and Advocacy: The BMP Management Team plays a vital role in raising public awareness about biodiversity conservation. They will engage in public relations activities, such as organizing outreach events, developing educational materials, and using various communication channels to advocate for biodiversity protection and garner public support.
- 9. Risk Assessment and Mitigation: The BMP Management Team assesses potential risks and threats to biodiversity within the area and develops strategies to mitigate them. This may involve addressing issues like habitat loss, pollution, climate change impacts, and human-wildlife conflicts.

Overall, the BMP Management Team serves as a leader and facilitator, ensuring the successful implementation of biodiversity conservation initiatives while promoting sustainable practices and fostering collaboration among stakeholders.

Composition	
Unit Head:	Monette I. Noguit, DVM
Asst. Unit Head:	Lynette Bauzon
Member/s:	Meat Inspector III Dr. Gerald L. Quinit

**E. Gender and Development Committee**

The GAD Committee shall effectively implement GAD programs and ensure in promoting gender equality and mainstreaming gender perspectives in all phases of the PRDP SU subproject development cycle.

- 1. Gender Mainstreaming: The primary function of a GAD Committee is to integrate gender perspectives into all aspects of the organization's policies, programs, and activities. This means ensuring that gender considerations are taken into account in decision-making processes, resource allocation, and planning.
- 2. Policy Development: The GAD Committee is responsible for formulating and recommending gender-sensitive policies and strategies to address gender disparities and promote gender equality within the organization.



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3. **Monitoring and Evaluation:** The committee oversees the implementation of gender-related programs and initiatives, monitoring their progress and assessing their impact on gender equality. This includes collecting and analyzing gender-disaggregated data to measure the effectiveness of the organization's efforts.
4. **Advocacy and Awareness:** The GAD Committee advocates for gender equality and raises awareness about gender-related issues both within the organization and externally. They may organize workshops, seminars, and campaigns to promote gender equality.
5. **Capacity Building:** The committee works to enhance the capacity of staff members and stakeholders in understanding and addressing gender issues through training and awareness programs.
6. **Gender Analysis:** The GAD Committee conducts gender analysis to identify gender-specific needs, constraints, and opportunities within the organization. This analysis helps inform the development of gender-responsive programs and policies.
7. **Coordination and Collaboration:** The committee collaborates with other departments or units within the organization and external partners to ensure that gender concerns are integrated into all relevant activities and initiatives.
8. **Gender-Based Violence Prevention and Response:** The committee may be involved in developing protocols and guidelines for preventing and responding to gender-based violence within the organization.
9. **Research and Documentation:** The GAD Committee may conduct or commission research related to gender issues, and it is responsible for documenting best practices, lessons learned, and success stories related to gender mainstreaming.
10. **Reporting:** The committee prepares periodic reports on gender-related activities and progress to be submitted to higher authorities or relevant stakeholders.

Composition	
Unit Head:	Budget Officer Leticia L. Garcia
Asst. Unit Head:	Shirven C. Bacani
Member/s:	Mr. Arturo A. Eustaquio

**Section 3.5 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.





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Composition	
Unit Head:	EEO Maria Victoria P. Del Rosario
Asst. Unit Head:	Market Supervisor IV Verliza V. Abila
Member/s:	Madam Sheila S. Balagso

**Section 3.6 Finance Unit.** Shall be accountable to provide services, inputs and support more specifically in the financial aspect of the project's implementation, to wit:

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; and
8. Prepare liquidation reports and other financial reports for endorsement to RPCO.

Composition	
Unit Head:	Mr. Chermel L. Poserio
Asst. Unit Head:	Mr. Jesse P. Zamoranos
Member/s:	Mrs. Letecia L. Garcia

**Section 3.7 Procurement Unit.** The team shall conduct of the following activities:

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; and
4. Attend procurement-related activities including coordination meetings, trainings, PSO-RPCO led procurement activities and other related activities.

Composition	
Unit Head:	Engr. Edwin P. Tigno
Asst. Unit Head:	EEO Maria Victoria P. Del Rosario
Member/s:	Madam Sheila S. Balagso



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**Section 3.8 Monitoring, Evaluation and Learning (MEL) Unit.** The MEL Unit shall be responsible of the following:

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 MEL activities in the participating barangays under municipality's jurisdiction;
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 MEL reports to RPCO; and
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.

Composition	
Unit Head:	Tourism Officer Tammy C. Fernandez
Asst. Unit Head:	Madam Vilma Gaspar
Member/s:	Ace Lorenz Jorgio

**Section 3.9 Geomapping and Governance Unit.** The GGU shall be responsible of the following:

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 MPMIU on the latest news and guidelines in the attainment of public accountability and good governance;
3. Submit reports to the MPMIU Chairman on matters relative to best practices of some LGU's worth replicating for; and
4. In charge of geomapping / geotagging activities.

Composition	
Unit Head:	Arch. Vladimir James V. Garcia
Asst. Unit Head:	Beejay Uson Peralta
Member/s:	Mr. Fegemar D. Silang

**Section 3.10. The Information, Education, Advocacy, and Communication Unit (InFoAce).** The unit shall spearhead the conduct of municipality-wide information, education, advocacy, and communication planning and execution. Specifically, it shall have the following functions:

1. Mainstream the PRDP-SU IEAC activities into the regular plans of the Municipality;
2. Facilitate the conduct of municipality-wide information, education, advocacy, and communication planning and execution;





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3. Work and interface with the Program Components at the MPMIU in order to determine the IEAC requirements/ recurring needs of the components;
4. Lead in the execution of the Municipal IEAC Plan;
5. Provide feedback to the Regional Information, Education, Advocacy and Communication Unit for possible revision and improvement of advocacy materials;
6. Facilitate the documentation of best practices and successful project implementation at the provincial and municipal levels;
7. Consolidate and package the annual program report of the program to be submitted to the MPMIU for review;
8. Facilitate the publication and dissemination of project accomplishments; and
9. Establish and maintain media relations of the MPMIU.

Composition	
Unit Head:	EA Miguel Luis Santo Domingo
Asst. Unit Head:	Mr. Marlou A. Sermonia
Member/s:	Mrs. Iris Ann V. Maizano

**Section 4. Budget.** Necessary fund shall be provided for the operation and maintenance to carry out the smooth implementation and management of the project.

**Section 5. Effectivity.** The Executive Order shall take effect immediately and will continue until termination of the PRDP-SU or until amended or revoked.

ISSUED this 1<sup>st</sup> of August 2023 in the Municipality of Calasiao, Pangasinan.

**HON. KEVIN ROY O. MACANLALAY**  
*Municipal Mayor*