

Annex M: Project Implementing Unit

(LGU LETTERHEAD)

EXECUTIVE ORDER NO. ___

AN ORDER CREATING THE PERFORMANCE CHALLENGE FUND (PCF) PROJECT IMPLEMENTATION TEAM
OF THE _____ (Name of LGU) _____

WHEREAS, the Performance Challenge Fund (PCF) is a performance-based reform program of the DILG that seeks to rationalize inter-governmental transfers of the national government to Local Government Units (LGUs) and encourage the convergence of local development initiatives with national development agenda and priorities under the Philippine Development Plan (PDP) 2017-2022 and Sustainable Development Goal (2017-2030) as one of our international commitments. It is a subsidy given to eligible LGUs under the Local Governance Performance Management Program of the Department to support high-impact local development projects identified as a priority by the LGU.

WHEREAS, the PCF is a progressive incentive system given to an eligible LGU in the form of a counterpart fund to finance high impact local development projects prioritized by the LGU, and to further influence and encourage the LGU to deliver public service more effectively;

WHEREAS, through the PCF, the LGU is encourage to promote effective and honest governance through intensive campaign on full disclosure policy, as the Seal of Good Local Governance is one of the criteria in order for the LGU to be eligible for the PCF;

WHEREAS, the _____ (Name of LGU) received a Notice of Eligibility dated _____ from _____ (Name of Regional Director), DILG Region __, informing that this office passed the Seal of Good Local Governance (SGLG) FY _____, and eligible to avail the Performance Challenge Fund (PCF) (Year) subsidy in the amount of _____;

WHEREAS, one of the requirements in availing the PCF is the creation of Project Implementation Team to facilitate and monitor the implementation of the projects prioritized by the LGU.

NOW THEREFORE, I, (Name of Local Chief Executive) of (Name of LGU) by virtue of power vested in me by law and the Constitution do hereby create the PCF Project Implementation Team (PCF-PIT) in the (Name of LGU) .

Section 1. CREATION. There shall be created a PCF Project Implementing Team to the (Name of LGU) .

Section 2. COMPOSITION. The PCF Project Implementing Team of the City Government of Bacoor shall be composed of the following members:

Chairman	<u> (Name of LCE) </u>
Co-Chairman	<u> (Name of Vice-Mayor/Governor) </u>
Members	<u> (Name of LGU Planning and Development Officer) </u>
	<u> (Name of LGU Engineer) </u>
	<u> (Name of Budget Officer) </u>
	<u> (Name of LGU Accountant) </u>
	<u> (Name of LGU Administrator) </u>
	<u> (Name of M/CLGOO) </u>
	<u> (Others, if applicable) </u>

Section 3. FUNCTION, DUTIES AND RESPONSIBILITIES. The PCF Project Implementation Team (PCF-PIT) shall have the following function, duties and responsibilities:

1. Ensure that the project implementation abides the provisions on the DILG MC 2019- _____ dated _____;
2. Facilitate the preparation and submission of all documentary requirements for the release of the PCF Subsidy;
3. Assist in the preparation of the project proposal to be submitted to the Chairman of the PCF-PIT for review and approval;
4. Assist in the preparation of the Program of Works, Detailed Cost Estimates 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 PCF;
7. Monitor the progress and oversee the implementation of the PCF-funded 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
 - b. Submission of Statement of Report and Disbursements (SORD), as deemed necessary, when the contractor/administration 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. Certificate of Completion
 - b. Certificate of Turnover and Acceptance (if project is by contract)
 - c. Final Report of Disbursements duly received and verified by the Local COA;
10. Performs such other functions related to the PCF Implementation and management as may be prescribed by competent authorities.

Section 4. MEETINGS. The PCF-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. REPEALING CLAUSE. Previous issuance or any portion thereof, which are inconsistent with the provision of this Executive Order are hereby amended, modified, superseded or repealed accordingly.

Section 6. SEPARABILITY CLAUSE. If any section or provision of this Executive Order is declared void, ineffective or invalid by a court of competent jurisdiction, the holding of such section or provision to be void or invalid for any cause whatsoever shall in no way affect the validity of the remaining sections and provisions, which shall remain in full force and effect.

Section 7. EFFECTIVITY CLAUSE. This Executive Order shall take effect immediately upon the date hereof and shall remain in effect until rescinded, repealed or amended.

SO ORDERED.

Done this ___th day of (Month, Year) at the Office of the ___(Name of LGU)___, Philippines.

(Name of LCE)

Governor / City/Municipal Mayor