



Executive Order # 18, Series of 2016

**REORGANIZING THE MUNICIPAL WATER AND SANITATION (WATSAN)
COUNCIL FOR THE IMPLEMENTATION OF THE 2016 SAGANA AT LIGTAS
NA TUBIG SA LAHAT (SALINTUBIG) PROGRAM OF GUBAT, SORSOGON**

WHEREAS, the Municipal Government of Gubat and the Department of the Interior and Local Government entered into a Memorandum of Agreement regarding the Implementation of 2016 SALINTUBIG;

WHEREAS, the "2016 Sagana at Ligtas na Tubig sa Lahat" Program was established to provide grant financing and capacity building for the implementation of water supply projects in waterless municipalities; in poorest barangays with high level of waterborne diseases, in resettlement areas and Rural health unit- lying in clinic without access to safe and potable water;

WHEREAS, per signed MOA dated _____ and SB Resolution No. 125 S-2016, the Municipality of Gubat shall implement and adhere to the guidelines under the Sagana at Ligtas na Tubig sa Lahat Program with Construction of Water System (Togawe) as the proposed project;

WHEREAS, the Municipality shall undertake the following obligations as set forth in the Program Implementing Rules and Regulation (IRR), to wit:

1. Organize the Municipal Water and Sanitation (WATSAN) Council which is responsible in establishing the goal, vision, and strategies for local water and sanitation sector and for managing the implementation of the Program.
2. Organize the Program Management Unit (PMU) or WATSAN Team thru an Executive Order. The PMU or WATSAN Team shall oversee the day to day activities of the project implementation. The PMU or WATSAN team shall be headed by either Municipal Planning and Development Coordinator or the Municipal Engineer to oversee the day-to-day activities of the program implementation.
3. Identify communities who have shown interest to the project and has the capacity to implement the program as partner of the municipality with priority given to poor communities without access to safe drinking water, high incidence of water-borne diseases, and poverty incidence.
4. Prepare and submit project proposal and the necessary accompanying documents to DILG Regional Offices through the DILG Field Offices.
5. Open Trust Account with any local depository bank of the Government for account expenses or in case the LGU has an existing Trust Account, a

6. Supervise the OED Consultant in the preparation of the detailed engineering designs (OED) in case the LGU will engage its services. However, if the DILG or Province will procure the OED consultants, will provide all the necessary data/information relative to the project being proposed.
7. Provide technical assistance to other types of water service providers (WSPs) such as water cooperatives, barangay water supply associations, rural water supply associations, and private operators.
8. Comply with all the documentary requirements for the release of funds to the municipalities such as the project proposal/ feasibility study and detailed engineering design and other requirements thereafter for the succeeding releases.
9. Implement the project by administration or by contract. In either mode of implementation, the Government Procurement Reform Act or RA 9184 should be complied with by the municipality.
10. Implement the projects in accordance to the approved detailed engineering designs. Any amendments, variations from the original design; the municipality must seek first the approval of DILG.
11. Supervise construction activities, including but not limited to the inspection of works to ensure that the contractor comply with the materials quality control and safety standards, and that the construction is undertaken in accordance with the time bound schedule.
12. Participate in all capacity building interventions provided by DILG, DOH, NAPC and LWUA;
13. Work closely with the designated CSOs in the area.
14. Organize the beneficiary barangay who will be responsible for providing data/information during the preparation of proposals.
15. Submit monthly physical progress reports to the DILG Regional Office; furnish copies to the Provincial Government and DILG Central Office.
16. Ensure the sustainability of the operations of projects by allocating funds annually for the operations and maintenance of the facilities including other maintenance costs.
17. Attend meetings, conferences and forum related to project implementation.
18. In case the proponent is Water Service Provider, enter into an agreement with partner water service provider (WSP) like water district, BAWASA, or cooperative to implement a water project; the LGU shall define the obligations of both parties during the various phases of project planning, implementation and operations and requirements for project approval and funds disbursement.
19. Submit to DILG-Regional Office a monthly verified Statement of Expenditures (SOE) duly signed by the Treasurer, Accountant and verified by the Auditor and Statement of Receipts and Disbursements (SORD).

WHEREAS in the interest of the public services to effectively implement the

Municipality as set forth herein, there is a need to create a Municipal Water and Sanitation (Watsan) Council and PMU or WATSAN Team that shall integrate and promote the development of the water and sanitation sector at the local level, and coordinate and supervise the activities and outputs of the Program at the local level.

NOW THEREFORE, by virtue of powers vested upon me by law do hereby order the creation of the Water and Sanitation Council (Watsan Council) and PMU or WATSAN Team to be composed of the following determining each membership functions and responsibilities, as follows:

SECTION 1: COMPOSITION. A. The Municipal Water and Sanitation Council shall be composed of the following:

Name	Position
Faustino E. Taclan Jr. Chairman	MPDC
Rizalde P. Ermino Vice-Chairman	Engineer
Sandra D. Pura (Member)	MSWDO
Dr. Anthony S. Lelis (Member)	Health Officer
Ava E. Obrique (Member)	Accountant
Reymundo F. Quinones (Member)	Treasurer
Eduardo E. Felicia (Member)	Budget Officer
Shirley J. Del Valle (Member)	MLGOO
Salvador F. Villaroya (Member)	CSO/NGO
Valentin A. Pura IV (Adviser)	SB on Health and Sanitation

The WATSAN Team or Project Management Unit (PMU) shall be composed of the following:

Name	Position
Aida D. Handig	Administrative Officer IV
Beda F. Dino	Draftsman II
Luzviminda E. Dino	Sanitary Inspector 1
Jean E. Has	Sanitary Inspector 1

SECTION 2. FUNCTIONS, DUTIES AND RESPONSIBILITIES

A. **The WATSAN Council** is mainly a policy-making and coordinating body.

1. Prepare Executive and Legislative Agenda for the Municipality
2. Integrate project coordination for the activities and staff, consultants and other local government offices to ensure smoother working relationship
3. Coordinate with concerned National Government and Non-Government Agencies in the development and implementation of WATSAN projects
4. Issue local ordinances that will ensure the sustainability of operations of the water supply system, including but not limited to implement actions and collection of water tariff.
5. Act as a central channel of communication and coordination with the partner agencies, other line agencies, service providers and the general public.
6. Mobilize barangay officials in the implementation of WATSAN activities
7. Resolve conflicts and issues at their level
8. Participate in capability-building activities in preparation for 2016

B. The **WATSAN Team or Project Management Unit** are the working force of the WATSAN Council

C.

1. Prepare annual work plan
2. Conduct baseline survey on WATSAN situation in all barangays and rank them according to health, sanitation, water supply problem indicators
3. Establish a WATSAN database through the MPDO and in collaboration with the Municipal Health Office and the Municipal Engineer's Office
4. Conduct Technical Inventory and/or Survey on existing Water and Sanitation facilities in number of barangays within the municipality.
5. Prepare feasibility studies and project proposals on water and sanitation for consideration of the municipal WATSAN Council, the Sangguniang Bayan and financing institutions and/ or agencies.
6. Facilitate sector-planning
7. Facilitate organization of communities as water users or as operator of community-based water system
8. Facilitate training of officers and staff of local community water service providers (WSPs) and Water User's Associations, especially on the following, development of customers' service code and tariff setting & regulation.
9. Conduct monitoring activities on the extent of project implementation
10. Submit annual accomplishment report.
11. Participate in capability-building activities related to the implementation of SALINTUBIG Program


CSOs/NGOs

1. As warranted, take the lead in the conduct of community organizing/social preparation including consultations with the target community or barangays;
2. Participate in planning and evaluation of the project
3. Conduct training for local community water service providers (WSPs) and Water User's Associations, especially on the following, development of customers' service code and tariff setting & regulation
4. Participate in capability-building activities related to the implementation of SALINTUBIG Program
5. Monitor project implementation
6. Attend meetings

SECTION 3. ADMINISTRATIVE AND OPERATIONAL SUPPORT. Upon the effectivity of this order, the Municipal WATSAN Council, WATSAN Team or PMU may draw its administrative, operational and budgetary requirements from the available fund of the office of the Mayor.

SECTION 4. EFFECTIVELY. The order shall take effect immediately.

DONE this 26th day of October 2016 at the Municipality of Gubat.


SHARON ROSE G. ESCOTO
Municipal Mayor