



EXECUTIVE ORDER NO. 18
Series of 2022

**RECONSTITUTING THE MUNICIPAL COORDINATING TEAM IN THE
IMPLEMENTATION OF THE KALAH-CIDSS NCDDP ADDITIONAL FINANCING
FOR COVID-19 RESPONSE AND RECOVERY IN THE MUNICIPALITY OF
GUBAT**

WHEREAS, the Department of Social Welfare and development (DSWD) remains steadfast in the strengthening of the Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery of Social Services National Community-Driven Development Program (KALAH-CIDSS NCDDP) as one of its anti-poverty programs that works through a localized and participatory process in the marginalized and vulnerable communities;

WHEREAS, the issuance of Presidential Proclamation No. 922, series of 2020, declaring a state of public health emergency throughout then Philippines due to COVID-19, the KALAH-CIDSS NCDDP opted to utilize the Disaster Response Operations Modality (DROM) that was committed by the National Government to be adopted as a strategy under the Policy Loan for Disaster Risk and Response Management (DPL-DRRM), which thereby allows support for an open menu of basic services and or facilities that are responsive to the specific needs of the communities as a result of the COVID-19 and other disasters/pandemic in the future:

WHEREAS, the KALAH-CIDSS NCDDP is geared towards the integration of the DROM and Barangay Local Development Processes which will primarily empower the communities in the target municipalities for them to achieve improved access to basic services and to participate more inclusive local planning, budgeting and implementation to address the impact of the pandemic;

WHEREAS, the Municipality of Gubat is one of the thirty-three (33) municipalities eligible for the Kapit-Bisig Laban sa Kahirapan Comprehensive and Integrated Delivery Of Social Services National Community-Driven Development Program Additional Financing (KALAH-CIDSS NCDDP AF) is to create a Municipal Coordinating Team hereinafter referred to as MCT, to serve as the body to coordinate technical assistance, monitoring, and resolution of issues in the implementation of the DSWD's PAPs in the LGU;

WHEREAS, in the implementation of the KALAH-CIDSS-NCDDP Additional Financing for COVID-19 response and recovery, the DSWD KALAH will be deploying the Area Coordinator, Technical Facilitator, Municipal Financial Analyst and Community Empowerment Facilitator as part of the transition phase into the

LGU-led implementation of the community-driven development approach on the poverty reduction and institutionalization of the CDD in the local planning process;

WHEREAS, the community empowerment facilitation will now be primarily tasked to the Municipal Coordinating Team (MCT) that will be conducting the social preparation activities in the community and the coordination with all the stakeholders to ensure sustained people's participation, transparency and accountability in the implementation and sustainability of the KALAH I Sub-Projects in the municipality;

NOW THEREFORE I, RONNEL U. LIM, Municipal Mayor of the Municipality of Gubat, Province of Sorsogon, by virtue of the powers vested in me by law, do hereby order the reconstitution of the Municipal Coordinating Team in the implementation of the KALAH I-CIDSS NCDDP Additional Financing for COVID-19 response and recovery in the Municipality of Gubat, to wit;

SECTION 1. Organization and Composition. The Municipal Coordinating Team (MCT) is hereby organized and shall be composed of the following:

Municipal Area Coordinator	: FAUSTINO E. TACLAN, JR.
Municipal Deputy Area Coordinator	: IRISH BON;
	: JOVANNIE TABIRAO
Municipal Roving Bookkeeper	: MICHAEL FERRERAS
Municipal Database Manager	: JOYCE MARIE TOCA
	: MERLINA ENCINARES
Municipal Community Empowerment Facilitator	: JULIE ANN ANSANO;
	: JOMMEL ESPENO;
	: SUSAN ESPINEDA;
	: JOSEPHINE GALOPA;
	: JOSSIE ERENO;
	: ROBERTO ESMENA;
	: CYREL MALAA;
	: NORIE ERGINA;
	: ADRIAN PAUL FERNANDEZ;
	: KARL MARK ESPENOCILLA;
	: YODENA LELIS; and

One (1) other Municipal Community Empowerment Facilitator shall be appointed. Should any member cease to be a member of the MCT, the replacement shall assume the vacated position and perform the corresponding duties and responsibilities.

SECTION 2. Roles and functions. The primary functions of the Municipal Coordinating Team (MCT) shall be:

- Provide implementation support to the Area Coordinating Team (ACT) in the implementation of program processes and activities of the KALAH I-CIDSS NCDDP Additional Financing for COVID-19 response;

- Mobilize Local Government support (i.e., staff, structures, systems and resources) to key Municipal and Barangay activities along the DROM activities;
- Strengthen MLGU and BLGU to engage in participatory, transparent and accountable governance through mandated participatory governance structures such as local development councils (LDC), local special bodies (LSB) and other mechanisms; and
- Ensure systematic use management of Monitoring and Evaluation (M&E) Data generated from the project.

Municipal Deputy Area Coordinator (MDAC)

The Municipal Deputy Area Coordinator (MDAC) is the MCT's primary technical assistance provider on community infrastructure, procurement, and environment safeguards. It shall be the responsibility of the MDAC to ensure that community infrastructure built and managed by volunteers meet KC-NCDDP prescribed design, construction procurement, and safeguards standards.

Specific responsibilities and task

- In the absence of the MAC, temporarily act as the Team Leader of the MCT;
- Conduct project eligibility and environment screening of proposed sub-project concepts and proposals prepared by community volunteers;
- Provide technical advice and assistance to the community volunteers; in the preparation of the engineering plans, detailed cost estimates and program of work for proposed community sub-projects;
- Review the documents attached to the request for fund release submitted by the community for their proposed sub-project. Ensure the completeness, consistency and correctness of these documents before its transmittal to the RPMO;
- Review all physical progress reports for on-going projects and consolidate these into the municipal consolidated physical progress report;
- Participate in the conduct of final inspection of completed sub-projects with other representative from the community, MIAC, COA and other projects stakeholders;
- Perform other task that may be necessary in connection with the implementation of KC-NCDDP DROM/P in the municipality;
- Provide technical assistance, together with the municipal engineer, to community volunteers in the preparation, development, and implementation of environmental safeguards;
- Submit report regularly to the MAC; and
- Perform other duties as tasked by the LCE relative to KALAH-CIDSS NCDDP DROM/P implementation.

Municipal Roving Bookkeeper (MRB)

The Municipal Roving Bookkeeper (MRB) shall train community volunteers on financial management fiduciary processes, assist and provide technical assistance to the community volunteers in setting-up systems and processes for community-base finance management fiduciary control, and exercise quality assurance (QA) and quality control (QC) over financial transaction relative to the request for, release and accounting of community grants.

Specific responsibilities and task

- Act as the primary technical specialist on community finance at the municipal and barangay level;
- Ensure that costs of sub-project proposal are complete, economic and reasonable;

- Provide technical assistance in the preparation and review of program of works particularly on the reasonableness of items charged under the indirect cost;
- Evaluate committed LCC whether these are reasonable and appropriate in relation to the sub-projects
- Assist the BSPMCs/CBOs, including the different units or teams under them through job coaching in a) setting up of the cash book and local Counterpart Contribution Journal, and recording of transactions, b) doing Bank Reconciliation, and c) preparation of Status of Subproject Fund Utilization Report;
- Review all request for fund release including the required supporting documents;
- Maintain a database that shows the status of the reviewed RFRs;
- Review and sign all Disbursement Vouchers prior to Municipal Monitor's signature of the check;
- Review accuracy of cost assigned by Community Facilitators on the Voucher for Local Counterpart Contribution (VLCC) as well as completeness of its supporting documents;
- Monitor delivery of Local Counterpart Contribution for SPI and CBIS and provide timely feedback to AC for appropriate action in case of potential delay;
- Initiate monthly community meetings on financial management along with the review of financial documents and other financial reports;
- Monitor and validate financial projects status of the barangays through field visits;
- Submit monthly feedback report to the Municipal Financial Analyst as regards to community financial management system; and
- Submit a report regularly to the MAC.

Municipal Database Manager (MDM)

The Municipal Database Manager (MDM) will be in charge of scanning of the means of Verification (MOVs), encoding and uploading in the PIMS Web App/Desk App and consolidating data gathered by the Municipal/Area Coordinating Teams (A/MCTs) through KC-NCDDP CROM/P report forms. It shall be the responsibility of the MDM to ensure the quality and timely provision of support to the M/ACTs on management of KALAH-CIDSS NCDDP M&E Data and reports.

Specific responsibilities and tasks

- Collect, compile and consolidate barangay and municipal data from M/ACT into project database (MS ACCESS);
- Encode data and report forms of M/ACT members following the prescribed template of KALAH-CIDSS NCDDP;
- Ensure the accuracy, quality and completeness of encoded data;
- Submit on time to the Area Coordinator/Municipal Monitor all data needed for reporting and learning;
- Ensure maintenance of the computer and equipment assigned to KC-NCDDP by the Local Government Unit (LGU);

Municipal Community Empowerment Facilitators (MCEF)

Specific responsibilities and tasks

- Act as the main facilitators in their assigned barangays in all the stages of the implementation of the KALAH-CIDSS NCDDP Additional Financing for COVID-19;
- Conduct social preparation and monitoring activities as vital component in the implementation of socio-economic and social protection programs/projects of the local government and other National Government Agencies;

- Do community organizing and field works, minutes/resolution/proposal writing and other paper works as necessary in the accomplishment of their required task;
- Facilitate capacity building of community volunteers and barangay LGU leaders on participatory local governance, barangay administration and management, and participatory local development planning and budgeting;
- Assist BLGU leaders and staff and community volunteers in designing and implementing activities that promote participation, transparency, and social accountability; and
- Motivate communities to collectively participate in the CDD process, with preferential attention on participation of the most marginalized-vulnerable groups.
- Assists people's organization/community structures in developing and operationalizing a community-based monitoring and evaluation system including barangay-level project operation monitoring.

SECTION 3. Accountability and reporting. The MCT shall report to the Local Chief Executive (LCE) and the Municipal Inter-Agency Committee (MIAC) of the Municipality of Gubat.

SECTION 4. Compensation. The Municipal Coordinating Team (MCT) shall be compensated based on the approved indicative Work and Financial Plan of the KALAHI-CIDSS NCDDP Additional Financing for the Municipality of Gubat.

SECTION 5. Effectivity. This executive order shall take effect immediately and shall remain enforced until rescinded, modified or supplemented.

Done this 6th day of October 2022 in the Municipality of Gubat, Sorsogon, Philippines.


RONNEL U. LIM
 Municipal Mayor