



**EXECUTIVE ORDER NO. PCG-05  
SERIES OF 2023**

**AN EXECUTIVE ORDER RECONSTITUTING THE PASIG CITY PROJECT MONITORING BOARD, DEFINING ITS SCOPE AND FUNCTIONS, AND FOR OTHER PURPOSES**

**WHEREAS**, under Section 109 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, local government units (LGUs) are responsible for the monitoring and evaluation of development programs and projects implemented within their jurisdiction;

**WHEREAS**, Executive Order (E.O.) No. 376, series of 1989, as amended by E.O. No. 93, series of 1993, provides that Project Monitoring Committees must be organized at the sub-regional/municipal levels to perform functions complementary to the Regional Project Monitoring and Evaluation System (RPMES) of expediting project implementation, project facilitation, and project monitoring and evaluation, among others;

**WHEREAS**, Memorandum Circular No. 2019-188 issued by the Department of the Local and Interior Government enjoins LGUs to organize Project Monitoring Committees (PMCs) or reconstitute such, if already existing, to reflect updated functions and responsibilities;

**WHEREAS**, an *ad hoc* PMC was constituted through Office Order No. 30, series of 2021, solely to investigate contract implementation of all unfinished and delayed infrastructure projects, and of infrastructure being used for purposes other than their original intended use;

**NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO**, City Mayor of Pasig, by virtue of the powers vested in me by law, do hereby reconstitute the Pasig City Project Monitoring Committee (PMB) and define its scope and functions as follows:

**Section 1. COMPOSITION.** – The Pasig City Project Monitoring Board (PMB) is hereby reconstituted and shall be composed of the Chairperson, PMB Secretariat, and Chairpersons of the Project Monitoring Committees (PMCs) named below:

- Chairperson : *City Mayor*  
OFFICE OF THE CITY MAYOR
- Secretariat : *City Planning and Development Coordinator*  
CITY PLANNING AND DEVELOPMENT OFFICE (CPDO)
- PMCs : **PMC for Infrastructure**  
Chair: CDC Infrastructure Development Sector Chairperson
- Members:  
Office of the Building Official (OBO)  
City Engineering Department  
City Accounting Office



**City Budget Office**

CSO member of the CDC Infrastructure Development Sector  
*(to be nominated by the Infrastructure Development Sector)*  
CSO member of the CDC Environmental Management Sector  
*(to be nominated by the Environmental Management Sector)*

**PMC for Goods and Services**

Chair: Office of the City Administrator

**Members:**

Office of General Services (OGS)  
Procurement Management Office (PMO)  
Management Information System Office (MISO)  
Human Resource and Development Office (HRDO)  
City Accounting Office  
City Budget Office  
CSO member of the CDC Economic Development Sector *(to be nominated by the Economic Development Sector)*

**PMC for Statutory and Mandatory Obligations**

Chair: Local Finance Committee (LFC) Member, Office of the City Administrator

**Members:**

LFC Member, Office of the City Mayor  
City Planning and Development Coordinator  
City Disaster Risk Reduction and Management Officer  
Gender and Development (GAD) Office  
Office of the Social Welfare and Development Office (OSWD)  
Education Unit  
Office of the Senior Citizens Affairs (OSCA)  
Pasig Disability Affairs Office (PDAO)  
City Accounting Office  
City Budget Office  
CSO member of the Social Development Sector *(to be nominated by the Social Development Sector)*  
CSO member of the Institutional Development Sector *(to be nominated by the Institutional Development Sector)*

**Section 2. RESPONSIBLE STRUCTURE.** – The PMB has the overall responsibility in the implementation of this Executive Order through the identification, prioritization, implementation, monitoring, and evaluation of development programs, projects and activities in the City. The PMB may create, by Resolution, additional PMCs as may be necessary.

**Section 3. THE PROJECT MONITORING COMMITTEES (PMCs) AND THEIR FUNCTIONS.** – The PMCs shall exercise the following functions:

- (a) Collect from the CPDO a schedule of all projects to be monitored. For this purpose, the CPDO shall set up the RBME for infrastructure, goods/ services and SMOs in consultation



with and approval by the PMB. The RBME shall cover the: a) quarterly monitoring of PPAs implemented, vis-à-vis fund utilized, b) year-end M and E, c) end-of-term assessment report (with outcome and/or impact);

- i. Each committee to monitor and evaluate the implementation of the projects following the RBME (process- template and timelines) with appropriate recommendations;
- ii. The RBME report (quarterly and year-end reports and end-of-term assessment) to be discussed and endorsed by concerned members, such as:
  1. The Approved Projects provided by the 20% CDF;
  2. GAD Plan RBME to be prepared by GAD Office Head and endorsed by the GAD TWG Chair and CSO member of the Institutional Development Sector;
  3. LCPC Plan RBME to be prepared by the OSWD, and endorsed by the LCPC Co-Chair and CSO member of the Institutional Development Sector;
  4. LCAT-VAWC RBME to be prepared by the OSWD, and endorsed by the LCPC Co-Chair and CSO member of the Institutional Development Sector;
  5. The 5% LDRRMF RBME (with attributions) to be prepared by the CDRRMO, and endorsed by the LFC and CSO member of the Institutional Development Sector; and
  6. The SEF-WFP RBME to be prepared by the Education Unit Head and endorsed by the LSB Co-Chair and CSO member of the Institutional Development Sector.

The quarterly, year-end, and end-of-term reports to be submitted to the PMB Secretariat for processing/analysis and appropriate recommendations;

- (b) Collect and process reports of implementers and project monitors on the status of project implementation, for the information of the CDC and the PMB;
- (c) Forward recommendations to the PMB Chair for discussion during the CDC Executive Committee meetings for feedbacking and providing remedial actions for improved implementation by year-end and/or by end of term;
- (d) Determine problems related to the implementation of programs and projects and verify information to be submitted for analysis and action of the CDC;
- (e) Provide feedback on the remedial actions of the CDC and follow up implementation;
- (f) Prepare and disseminate periodic project monitoring reports on the status of project implementation to the Regional PMC; and



- (g) Elevate to higher level bodies (e.g. PMB, Regional PMC, National PMC) issues and problems that are not resolved at the PMC level.

In the performance of their functions, the PMCs shall be further guided by the latest *Regional Project Monitoring and Evaluation System Operational Guidelines* issued by the National Economic Development Authority (NEDA).

**Section 4. FUNCTIONS OF THE SECRETARIAT.** – The PMB Secretariat shall exercise the following functions:

- (a) Prepare the Results Based Monitoring and Evaluation System (RBMES) Framework which provide a set of tools and methods with focus on monitoring outputs and performance and evaluating long term results leading to outcome and impact levels of program implementation;
- (b) Prepare the monitoring and evaluation work program to be undertaken by the Committees or PMB during any given fiscal year, which will include the list of the projects and the schedule of implementation based on submissions of implementing agencies;
- (c) Provide the City Mayor as Chair of the CDC with information on the projects to be monitored by the PMC; and
- (d) Facilitate inter-agency, inter-governmental, and field headquarters coordination, if necessary.

**Section 5. SCOPE.** – The PMCs shall monitor and evaluate programs and projects to include the following:

- (a) Programs and projects in the Local Development Investment Program (locally-generated resources, share from the national tax allotment or NTA) including foreign-funded and GAA-funded and those in the priority list of the President which may not be included in the GAA;
- (b) Programs and projects being implemented as reflected in the approved budget; and
- (c) Programs and projects under the Statutory/Mandatory Obligations.

**Section 6. MEETING.** – The PMCs shall hold monthly meetings and conduct regular inspections of all projects. The PMC shall also prepare a monthly report to be submitted to the City Development Council through the PMB.

**Section 7. HONORARIA.** – The members of the Committee shall each be entitled to a monthly honorarium of Five Hundred Pesos (P500.00) per meeting on the basis of actual and personal attendance.

**Section 8. FUNDING.** – Budgetary requirements for the operationalization of the PMC shall be charged against the General Fund.



**Section 9. REPEALING CLAUSE.** – All executive issuances inconsistent with this Executive Order are herein repealed or modified accordingly.

**Section 10. EFFECTIVITY.** – This order shall take effect immediately.

**DONE** this 10<sup>th</sup> day of January 2023 at the City of Pasig, Metro Manila.

  
**VICTOR MA. REGIS N. SOTTO**  
City Mayor

