



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 20 Series of 2022

AN ORDER INSTITUTING THE LOCAL ROAD MANAGEMENT TEAM (LRMT) AND TECHNICAL WORKING GROUP (TWG) OF THE LGU OF KAPALONG

WHEREAS, Section 17 (a) and Section 17 (b) (3) (vii) of Republic Act No. 7160, also known as the “Local Government Code (LGC) of 1991” mandates LGUs to provide basic services and facilities, including infrastructure such as roads and bridges;

WHEREAS, Section 17 (f) of the LGC, provides that the National Government may augment basic services and facilities to an LGU when these are inadequate to meet the requirements of its inhabitants;

WHEREAS, this LGU is a beneficiary of various locally implemented road projects from National Government Agencies (NGAs);

NOW THEREFORE, I, **MARIA THERESA R. TIMBOL**, Municipal Mayor of this town, by virtue of the powers vested in me by law, do hereby order:

Section 1. Objective. The Local Road Management Team (LRMT) shall check and ensure that the road projects implemented and managed by the LGU comply with all the requisite conditions set by the National Government Agencies (NGAs) in availing grants for road repair, rehabilitation and improvement.

Section 2. Composition. The LRMT shall be composed of the following:

Chairperson	HON. MARIA THERESA R. TIMBOL Municipal Mayor
Vice Chairperson	ENGR. EMMANUEL S. FERNANDEZ Municipal Engineer
Members	HON. JOEVIN P. DORIMAN SB Member/Chairperson, Committee on Public Works, Infrastructure and Public Utilities ENGR. ALVIN D. AGAYAN, EnP Municipal Planning and Development Coordinator MR. KIM LESTER V. CHAN MLGOO



2nd Floor, Executive Building, LGU Compound

Maniki, Kapalong, Davao del Norte

Contact Number 0917-104-3432

Website: www.kapalong.org



[www.facebook/kapalonginfohub](https://www.facebook.com/kapalonginfohub)





Republic of the Philippines
Province of Davao del Norte
MUNICIPALITY OF KAPALONG

-0000000-

OFFICE OF THE MUNICIPAL MAYOR

MS. MARY ELIZABETH L. EXALA
Municipal Budget Officer

MS. BERLITA T. BASA
Acting Municipal Treasurer

MS. FREDESWINDA B. ESTRADA, CPA
Municipal Accountant

MS. GEMMA CRISTIE L. VICADA, EnP
Municipal Environment & Natural Resources Officer

MS. MARY GRACE L. ABUDA, RSW, MSSW, DPA
Municipal Social Welfare and Development Officer

MS. RYZYLL A. DOROTAN-TIMBOL, MP
Municipal Human Resource Management Officer

ENGR. JOSELITO V. RIVERO
Municipal Assessor

MR. DANIL POLESTICO
BAC Head Secretariat

MS. APRIL GREENNE G. GRAZA
Internal Audit Assistant

**Kapalong Government Officials and Employees
Cooperative (KAGOECO)**

Kapalong Market Vendors Cooperative (KAMAVEMCO)

Kapalong Transport Cooperative (KATRANSCO)

The Technical Working Group (TWG) shall be composed of the following:

A. Local Road Management

1. Local Road Information Management

Unit Head

REY JHON CHAVEZ, CE - MEO

Core Members

DYMPHNA PALAPAR - MDRRMO

LEAH LAAB - MPDO

JOSE L. RAMOS - MENRO

HAROLD REY T. NOBLE - MEO



2nd Floor, Executive Building, LGU Compound

Maniki, Kapalong, Davao del Norte

Contact Number 0917-104-3432

Website: www.kapalong.org



[www.facebook/kapalonginfohub](https://www.facebook.com/kapalonginfohub)





Republic of the Philippines
Province of Davao del Norte
MUNICIPALITY OF KAPALONG

-0000000-

OFFICE OF THE MUNICIPAL MAYOR

2. Local Road Network Development Plan

Unit Head **ARNEL L. DAQUIZ, CE - MPDO**
Core Members **RITZEEL MARRI S. PRUDENTE, CE - MEO**
HAROLD REY T. NOBLE - MPDO
JOHN REYCELL A. TUBA - MENRO
KAMAVEMCO
KATRANSCO

3. Local Road Construction and Maintenance

Unit Head **MILVER AÑOBER, CE - MEO**
Core Members **HAROLD REY T. NOBLE - MPDO**
JOHN REYCELL A. TUBA - MENRO
ERNEST GERER FERNANDEZ - MSWDO
RODANTE JURADA - MO
KAGOECO

4. Local Road Asset Management

Unit Head **DANILO POLESTICO - Supply Section**
Core Members **REY JHON CHAVEZ, CE - MEO**
ARNIEL C. CHAVEZ, CE - MASSO
CHRISTINE MAE ROYO, CPA - MACCO
MC JERSON PRUDENTE - MPDO
REYNALDO RAMOS - MTO

B. Public Financial Management

1. Internal Audit

Unit Head **APRIL GREENNE G. GRAZA - IAS**
Core Members **ELSA O. BALAGON - MAO**
LYNIE ANINO - MPDO
CORAZON ANCOG - MEO

2. Procurement

Unit Head **EMMANUEL FERNANDEZ, CE - MEO**
Core Members **DANILO POLESTICO - BAC**

3. Budgeting, Revenue Generation and Expenditure Management

Unit Head **MARY ELIZABETH L. EXALA - MBO**
Core Members **SANDRA J. ELIZAGA - MBO**
BERLITA T. BASA - MTO
RICHELLE C. TERIO - MPDO



2nd Floor, Executive Building, LGU Compound

Maniki, Kapalong, Davao del Norte

Contact Number 0917-104-3432

Website: www.kapalong.org



[www.facebook/kapalonginfohub](https://www.facebook.com/kapalonginfohub)





OFFICE OF THE MUNICIPAL MAYOR

Section 3. Functions. The LRMT shall have the following functions:

- 3.1 Provide strategic direction as well as technical and operational guidelines on the implementation of local road projects for both locally funded road projects and locally implemented road projects;
- 3.2 Monitor and evaluate progress and status of project implementation to include road works and related activities to ensure the highest quality standards of outputs;
- 3.3 Conduct multi-stakeholder consultation in the updating of the plan;
- 3.4 Prepare periodic reports to concerned agencies on the status and progress of project implementation;
- 3.5 Coordinate with agencies and organizations in support of local road project activities;
- 3.6 Serves as facilitator and coordinator in the implementation of nationally-funded local road projects in the Municipality; and
- 3.7 Conduct regular assessments, plan formulation and participate in trainings, workshops and conferences on local road management and public financial management.

The TWG shall have the following duties and functions:

1. Local Road Information Management
 - Conduct regular Local Road Condition Assessments through the Local Roads and Bridges Inventory and Condition Survey (LRBICS)
 - Maintenance of the Roads and Bridges Information System (RBIS)
 - Geotagging using Route shoot application of all national and locally funded projects; and
 - Generation of GIS-based Local Road Network Map
2. Local Road Network Development Plan
 - Facilitate the institutionalization and functionality of the Local Road Management Team;
 - Oversee the formulation/updating and implementation of the Local Road Network Development Plan involving multi-stakeholder participation; and
 - Institutionalized Results-based Monitoring and Evaluation (RBME) System



2nd Floor, Executive Building, LGU Compound

Maniki, Kapalong, Davao del Norte

Contact Number 0917-104-3432

Website: www.kapalong.org

[www.facebook/kapalonginfohub](https://www.facebook.com/kapalonginfohub)





OFFICE OF THE MUNICIPAL MAYOR

3. Local Road Construction and Maintenance
 - Oversee that all road and bridge projects implemented are according to DPWH standards;
 - Conduct of Constructor Performance Evaluation System (CPES);
 - Oversee that all municipal roads are maintained in fair to good road condition;
 - Engage communities in the proper road maintenance;
 - Oversee proper road project documentation;
 - Oversee Road Contract Management, Construction Management, M&E and Environmental and Social Management;
 - Regular monitoring of local road projects; - Preparation of Detailed Engineering Designs (DED) and Program of Works (POW);
 - Prepare progress billing of roads and infrastructure projects; and
 - Take the lead in the Local Road Management Performance Assessment (LRMPA) Report including Improvement Plan
4. Local Road Asset Management
 - Regular updating of Local Road Asset Booking and Valuation; and
 - Preparation of the Local Road Asset Management Plan
5. Internal Audit
 - The unit shall oversee a functional Internal Audit Unit;
 - Implement the Internal Audit Plan; and
 - Conduct of Baseline Assessment of Internal Control System (BAICS)
6. Procurement
 - The unit shall be responsible in the preparation and facilitation of procurement-related documents according to set guidelines. Also, generate the Agency Procurement Compliance & Performance Indicators (APCPI) Result and Procurement Action Plan.
7. Budgeting, Revenue Generation and Expenditure Management
 - Shall be responsible for the regular preparation and submission of all financial reports;
 - Take charge of the generation of Public Financial Management Assessment Report (PFMAR) including the Improvement Plan; and
 - Oversee the planning, budget preparation and utilization to include an allocation for local road rehab/maintenance and upgrading.

Section 4. LRMT Secretariat. There shall be constituted a Secretariat which shall be responsible for the following functions:

- 4.1 Compile all accumulated information, data and materials related to LRM and TWG;
- 4.2 Facilitate and coordinate meetings of the LRMT and TWG and record all proceedings and discussions that may arise from the meeting;

2nd Floor, Executive Building, LGU Compound

Maniki, Kapalong, Davao del Norte

Contact Number 0917-104-3432

Website: www.kapalong.org

[www.facebook/kapalonginfohub](https://www.facebook.com/kapalonginfohub)





OFFICE OF THE MUNICIPAL MAYOR

- 4.3 Submit final report to the Chairperson and furnish LRMT and TWG members with the report; and
- 4.4 Furnish the Municipal Mayor and concerned agencies a copy of the above documents, as necessary.

Composition of the Secretariat. The Secretariat shall be composed of personnel from the Municipal Engineering Office (MEO).

Section 5. LRMT Budget. The Municipal Government shall allocate funds for the activities of the LRM. Other sources of funds may also be mobilized for this purpose.

Section 6. Fund Management for the LRM and TWG. The funds allocated thereto shall be managed by the LRMT subject to existing accounting and auditing rules and regulations.

Section 7. Repealing Clause. All executive issuances, orders, rules and regulations or parts thereof inconsistent with this Executive Order are hereby repealed, amended and/or modified accordingly.

Section 8. Separability Clause. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

Section 9. Effectivity. This Executive Order shall take effect immediately upon signing hereof and shall remain in full force unless revoked or amended.

Signed this **12th** day of **September, 2022** at 2nd Floor, Executive Building, LGU Compound, Maniki, Kapalong, Davao del Norte, Philippines.

MARIA THERESA R. TIMBOL
Municipal Mayor

/aggg



2nd Floor, Executive Building, LGU Compound

Maniki, Kapalong, Davao del Norte

Contact Number 0917-104-3432

Website: www.kapalong.org



[www.facebook/kapalonginfohub](https://www.facebook.com/kapalonginfohub)

