



Republic of the Philippines  
Province of Cagayan  
**MUNICIPALITY OF CLAVERIA**  
**OFFICE OF THE LOCAL CHIEF EXECUTIVE**

Phone number: (078) 395-01-81 / Email: [lgu.claveria.cagayan@gmail.com](mailto:lgu.claveria.cagayan@gmail.com)

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Executive Order No. 2020- 01

**AN ORDER RECONSTITUTING THE INSPECTORATE TEAM AND PROJECT  
IMPLEMENTATION TEAM (PIT) IN THE MUNICIPALITY OF CLAVERIA,  
CAGAYAN**

**WHEREAS**, the department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2004 – 78 which mandates the LGU's to organize/reactivate the Inspectorate Team and Project Implementation Team (PIT) which facilitate, monitor and evaluate foreign and locally funded projects in the municipality;

**WHEREAS**, The LGU is presently implementing various project funded by the national and local government which need monitoring and assessment to ensure transparency and accountability and more accessible service delivery;

**WHEREAS**, the municipality of Claveria, Cagayan is also a recipient of the Assistance to Municipalities (AM) Project for 2019 from the national government which is geared toward to the attainment of Sustainable Development Goals (SDG);

**WHEREAS**, there is a need to reconstitute the member of the Inspectorate Team and Project Implementation Team (PIT) for the effective and efficient project implementation and monitoring;

**Now therefore, I, CELIA T. LAYUS, M.D.**, Municipal Mayor of Claveria, by virtue of the power vested in me by law, do hereby order the reconstitution of Inspectorate Team (PIT) and providing its roles and functions.

**SECTION 1. COMPOSITION.**

**A. Inspectorate Team**

**Chairperson:**                    **ENGR. EDGAR B. LLAPITAN**  
Municipal Engineer

**Members:**                        **JEFFREY L. SALMON**  
Municipal Accountant

**ESTRELLA A. ANDRES**  
MPDC

**JOSEPH A. VILLANUEVA**



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MSWD

**VIRGINIA M. LAGADON**  
Municipal Agriculturist

**VIOLETA T. TAJON**  
Municipal Treasurer

**JOAN HAZEL A. NEYRA**  
Municipal Budget Officer

**ALEXANDER AGRA**  
MFARMC

**TEODORO BALANAY, JR.**  
Grassroots, MPC

**ARSENIO DELA PEÑA**  
Taggat Norte Fisherfolks Association

**B. Project Implementation Team**

**Chairperson:** **ENGR. EDGAR B. LLAPITAN**  
Municipal Engineer

**Members:** **VIOLETA T. TAJON**  
Municipal Treasurer

**DRA. MILROSE F. TANGONAN**  
Municipal Health Officer

**JEFFREY L. SALMON**  
Municipal Accountant

**SECTION 2. FUNCTIONS.**

**2.1 The Inspectorate Team shall;**

1. Conduct pre delivery inspection to determine the contractors and dealers' compliance with regards to the technical specification provided in the purchase order and request.



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2. Conduct inspection to all purchases before the payment and delivery of goods and materials will be made.
3. Make preliminary inspection and submit a punch – list to the contractor in preparation for the final turnover of the project. Said punch list will contain among others the remaining works, work deficiencies for necessary correction and the specific duration/time to fully complete the project considering the approved remaining contract time. This, however shall not preclude the procuring entity's claim for liquidated damages.
4. Ensure that the project enumerated or specified will be properly implemented.
5. Prepare and submit an assessment evaluation report during the initial phase of project implementation; and
6. Submit project completion report to concerned offices and agencies once the project has been completed with supporting document attached.


**2.2 The Implementation Team shall**

1. Monitor the materials expediting or inspection activities
2. Ensure materials delivered is inspected for conformance to specification
3. Cooperate with estimating Department/Municipal Price Coordinating Council (MPCC) in providing cost data of item purchase.
4. Receive and review purchase requisition.
5. Liaise with requesting office personnel to manage timely inspection of the goods on orders as well as to arrange for field expediting visits when required; and
6. Ensure quality materials/services delivered/rendered.

**SECTION 3. REPEALING CLAUSE.** All other order, issuances and memoranda issued inconsistent herewith are hereby repealed or modified accordingly.

**SECTION 4. EFFECTIVITY.** This order shall take effect immediately.

Done this 2<sup>nd</sup> day of March, 2020 at Claveria, Cagayan.

  
**CELIA T. LAYUS, M.D.**  
Municipal Mayor