



Republic of the Philippines  
Province of Cavite  
City of Imus

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 002**

*Series of 2023*

**AN ORDER CREATING THE SGLG INCENTIVE FUND PROJECT  
IMPLEMENTATION TEAM OF THE CITY OF IMUS**

**WHEREAS**, the SLG Incentive Fund Project is a performance-based reform program of the DILG that seeks to rationalize inter-governmental transfers of the national government to Local Government Unit (LGU) and encourage the convergence of local development initiatives with national development agenda and priorities under the Philippine Development Plan (PDP) 2017-2022 and Sustainable Development Goal (2017-2030) as one of our international commitments. It is a subsidy given to eligible LGUs under the Local Governance Performance Management Program of the Department to support high-impact development projects identified as a priority by the LGU;

**WHEREAS**, the Incentive Fund is a progressive incentive system given to eligible LGU in the form of a counterpart fund to finance high impact local development projects prioritized by the LGU, and to further influence and encourage the LGU to deliver public service more effectively;

**WHEREAS**, through the Incentive Fund, the LGU is encouraged to promote effective and honest governance through intensive campaign on full disclosure policy, as the Seal of Good Local Governance is one of the criteria in order for the LGU to be eligible for the Incentive Fund;

**WHEREAS**, the City Government of Imus received a Notice of Eligibility dated November 15, 2022 from Dir. Ariel O. Iglesia, DILG Region IV-A, informing that this office passed the Seal of Good Local Governance (SGLG) FY 2022 and eligible to avail the Incentive Fund 2022 subsidy in the amount of Seven Million Pesos (Php7,000,000.00).

**WHEREAS**, one of the requirements in availing the Incentive Fund is the creation of Project Implementation Team to facilitate and monitor the implementation of the projects prioritized by the LGU;



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**NOW THEREFORE, I, ALEX L. ADVINCULA**, City Mayor, City of Imus, by virtue of the powers vested in me by law, do hereby order the following:

**Section 1. CREATION.** The SGLG Incentive Fund Project Implementation Team (SGLG Incentive Fund-PIT) is hereby created.

**Section 2. COMPOSITION.** The SGLG Incentive Fund-PIT of the City of Imus shall be composed of the following:

Chairman: **HON. ALEX L. ADVINCULA**  
City Mayor

Co-Chairman: **MR. HERTITO V. MONZON**  
City Administrator

Members: **ENGR. GUIANA MONZON**  
City Planning and Development Officer

**ENGR. CHIRSTIAN MERVIN S. SARNO**  
City Engineer

**MS. ARLENE DG. DUMINDING**  
City Budget Officer

**MS. ROSELIE A. PANGILINAN**  
City Accountant

**MR. JOSEPH RYAN V. GERONIMO**  
CLGOO

**Section 3. FUNCTION, DUTIES AND RESPONSIBILITIES.** The SGLG Incentive Fund-PIT shall have the following powers and functions:



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1. Ensure that the project implementation abides the provisions on the DILG MC 2019-202 dated November 22, 2019.
2. Facilitate the preparation and submission of all documentary requirements for the release of the subsidy;
3. Assist in the preparation of the project proposal to be submitted to the Chairman of the Incentive Fund- PIT for review and approval;
4. Assist in the preparation of the Program of Works, Detailed Cost Estimates and Detailed Engineering Design in case of Infrastructure Project;
5. Prepare the project action plan and budget, subject to the approval of the LCE;
6. Determine and approve proposed project to be funded by the Incentive Fund;
7. Monitor the progress and oversee the implementation of the Incentive Fund-funded project;
8. Facilitate the preparation and submission to the DILG Regional Office progress reports of the following;
  - a. Monthly Submission of the Statement of Work Accomplished (SWA) every 5<sup>th</sup> day of the ensuing month
  - b. Submission of Statement of Report and Disbursements (SORD), as deemed necessary, when the contractor/ administration issues a progress billing
  - c. Reports on projects involving procurement of goods and services
9. Submit Project Completion Report once the project is completed, supported with pictures and the following documents:
  - a. Certificate of Completion
  - b. Certificate of Turnover and Acceptance (if project is by contract)



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c. Final Report of Disbursements duly received and verified by the Local COA;

10. Performs such other functions related to the Incentive Fund implementation and management as may be prescribed by competent authorities.

**Section 4. MEETINGS.** The Incentive Fund-PIT shall have its meeting as it may deem necessary, to discuss, assess, review and evaluate any matters relative to its function as mentioned hereof.

**Section 5. REPEALING CAUSE.** Previous issuance or any portion thereof, which are inconsistent with the provision of the Executive Order hereby amended, modified, suspended or repealed accordingly.

**Section 6. SEPARABILITY CAUSE.** If any section or provision of this Executive Order is declared void, ineffective or invalid by a court of competent jurisdiction, the holding of such section or provision to be void or invalid for any cause whatsoever shall in no way affect the validity of the remaining sections and provisions, which shall remain in full force and effect.

**Section 7. EFFECTIVITY.** This Executive Order shall take effect immediately.

**DONE** and **SIGNED** this 30<sup>th</sup> day of January 2023, City of Imus.

**ALEX I. ADVINCULA**  
City Mayor