



Republic of the Philippines  
Province of Davao Oriental

**OFFICE OF THE PROVINCIAL GOVERNOR**

Capitol Hills, City of Mati

Contact Numbers: Phone +6387 388 3120 • +6387 3109

PROVINCE OF DAVAO ORIENTAL  
PROVINCIAL GOVERNOR'S OFFICE  
CAPITOL HILLS, MATI, DAVAO  
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**EXECUTIVE ORDER NO. 16**  
Series of 2022

**AN ORDER CREATING THE PROJECT MONITORING AND INSPECTORATE TEAM FOR THE PROVINCE OF DAVAO ORIENTAL.**

**WHEREAS**, the Provincial Government of Davao Oriental earnestly desire to closely monitor and inspect the implementation of different infrastructure projects funded locally and by other funding agencies within its territorial jurisdiction;

**WHEREAS**, there is empirical need to create an Inspectorate Team to function as internal control and task to monitor, inspect and evaluate the implementation of all infrastructure projects for the purposes of check and balance;

**WHEREAS**, the subject team is composed of individuals equipped with the needed degree of competence and necessary experience related to infrastructure projects;

**NOW THEREFORE**, by virtue of the powers vested upon me as the Provincial Governor of the Province of Davao Oriental, I do hereby order the following:

**SECTION 1. COMPOSITION OF THE TEAM**

|  |               |
|--|---------------|
| <b>MARIA VICTORIA G. RODRIGUEZ, CE</b><br>Provincial Treasurer, PTO      | - Team Leader |
| <b>JONATHAN E. TEMPLA</b><br>Asst. Provincial Administrator, PAdO        | - Member      |
| <b>MARIE ELEONOR R. SERRANO, CE</b><br>Acting Provincial Assessor, PAssO | - Member      |

**SECTION 2. DUTIES AND FUNCTIONS**

- The team shall be responsible in the conduct of monitoring and inspection of all implemented infrastructure projects regularly;
- The team shall see to it that the conduct of such activity is duly approved by the undersigned or her representative;
- The team shall submit comprehensive report immediately after the conduct of monitoring and inspection following the guidelines set forth;
- The team shall provide appropriate recommendation thereof as basis for release of payment for the accomplishment incurred by the contractor; and
- The team shall perform other related task as directed by the Provincial Governor


### SECTION 3. SECRETARIAT

There shall be a secretariat to be assigned coming from the PPDO specifically under the Project Evaluation Division to take charge of the data consolidation and assist in the preparation of report.

All orders, memoranda, circulars, or other issuances of part thereof which are inconsistent with this Order are hereby deemed repealed and/or modified accordingly.

This *Executive Order* shall take effect and shall be valid until revoked or amended.

Done this 5<sup>th</sup> day of September, 2022 at Capitol Hills, City of Mati, Davao Oriental, Philippines.

  
CORAZON N. MALANYAON  
Governor

**Copy Furnished:**

- Provincial Engineer's Office
- Local Finance Committee
- PTO
- PAdo
- PAsO

*All of this Province*





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**GUIDELINES IN THE CONDUCT OF INSPECTION OF ALL  
INFRASTRUCTURE-RELATED PROJECTS**

**Background:**

The Provincial Government of Davao Oriental through its implementing agencies such as the Provincial Engineer's Office, Office of the Barangay Affairs, among others has been responsible for the implementation of various infrastructure projects in the province, funding of which either come from local source or from national agencies.

The basic requirement needed in the creation of an Inspectorate team is the issuance of the "Legal Mandate" from which the members will base all their activities. This can be supported through a Memorandum Order.

1. Composition - Members of the Team from various concerned offices (Provincial Treasurer's Office, Provincial Administrator's Office, and Provincial Assessor's Office)
2. Roles and Functions of the Members
3. Schedule of Activities
  - a. Conduct of Inspection
  - b. Monitoring Activities
  - c. Report Preparation

Upon its set-up, it is essential that the Inspectorate Team, as well as the offices they represent, be clear, conversant and correct on its objectives, to ensure a unified and cohesive approach towards inspection. Each member of the Inspectorate Team and their respective offices should be oriented towards their purpose, mandate and obligation.

**Objectives:**

The purpose of creating the Inspectorate Team shall be as follows:

- To assist the responsibilities of the Engineer for all duties related in ensuring compliance with the technical specifications during implementation of the project
- To continuously and closely monitor and inspect activities in the construction areas, for quality, workmanship, safety and contract compliance.
- To monitor and inspect the construction activities performed by the Contractor
- Ensure that the outcome of inspection is advantageous to the government

**Steps in the conduct of on-site inspection:**

- Secure the approved request (by the Provincial Governor or her authorize representative) of Contractor for inspection of work accomplishment;
- Secure clearance from respective head of office;



- Secure from concerned entity the progress work accomplishment subject for inspection and preparation of billing;
- Schedule the conduct of on-site inspection;
- Prepare all the logistic requirements needed during the conduct of on-site inspection

**Duties & Responsibilities:**

- Conduct on-site inspection based on the progress accomplishment made by the concerned implementing agency;
- Inspect regularly, including sample testing where required, materials and workmanship to ensure that the works are being carried out in compliance with the terms and conditions of the relevant Contract Documents.
- Take photos/pictures for documentation purposes;
- Check and verify deliveries and lists for temporary and permanent equipment by the Contractor for the use in project purposes and inspect/cross-check on delivery at site.
- Make a consolidated report of any findings/remarks/deficiencies observed in the course of inspection to be submitted to the implementing agency, which in return will instruct the to provide measures on the finding/remarks/deficiencies, if any;
- If the project is in order and found to be in satisfactory standards, quality assurance, control of workmanship, it shall issue a Certification in concurrence of the progress accomplishment report prepared by the implementing agency based on the request of the contractor, using the attached form;
- Provide copy of the Inspection report to the Office of the Provincial Governor for its reference and guidance; and
- Exercise such other tasks and perform such other duties as maybe prescribed by the Provincial Governor.

**Sustaining Mechanism:**

The following elements, if present, can contribute to the successful creation of the Inspectorate Team and sustaining its operation all year round:

1. Support of the Local Chief Executive

The support of the Local Chief Executive is very vital in the creation of the Inspectorate Team and in enabling it to sustain its operation.

2. Coordination and Cooperation among concerned Offices

There is a need to have a clear understanding of the coordinative relations of each office with the other regulatory offices who are members of the Inspectorate Team. This is to ensure coordination, cooperation and proper execution of duties and responsibilities among members of the Inspectorate Team.

3. Records Management System

This to ensure that necessary information and data are in order necessary for proper monitoring results.

4. Logistic Support (i.e., vehicle, gasoline and per diem)

This is necessary to facilitate movement and mobility.

*Corazon N. Malanyaon*  
**CORAZON N. MALANYAON**  
 Governor



