



Republic of the Philippines  
Province of Batangas  
**MUNICIPALITY OF CALATAGAN**  
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**SGP EXECUTIVE ORDER NO. 02-2016**

**AN ORDER CREATING THE LOCAL GOVERNANCE TRANSITION TEAM**

**WHEREAS**, it is imperative to prepare for an effective turnover to the incoming officials on June 30, 2016 relative to the forthcoming national and local elections;

**WHEREAS**, there is a need for a measure to emphasize the importance of continuity in local governance;

**WHEREAS**, the Department of the Interior and Local Government issued Memorandum Circular No. 2016-21 enjoining all Local Chief Executive to create a Local Governance Transition Team;

**NOW, THEREFORE**, I **Sophia G. Palacio, M.D.**, Municipal Mayor, by virtue of the powers vested in me by the laws of the Republic of the Philippines, **DO HEREBY ORDER** the creation of the Local Governance Transition Team to be composed of the following:

Section I. Organization of Local Governance Transition Team:

Chairperson:	<b>HON. SOPHIA G. PALACIO, M.D.</b> –Municipal Mayor
Vice Chairperson:	<b>MR. FRANZ ALLEN C. ADEL</b> –OIC-MLGOO
Members:	<b>MR. RONALDO A. TORRES-ES/LDRRMO/PESO Manager</b>
	<b>MR. RAUL C. LADERAS</b> -Executive Assistant III
	<b>MR. MIGUEL E. DUMAN</b> -MPDO
	<b>MRS. BENEDICTA M. DE GUIA</b> -Municipal Budget Officer
	<b>ENGR. ALEXANDER B. MANALO</b> -Municipal Engineer
	<b>DR. ROBERT JOHN M. TURNO</b> -Municipal Health Officer
	<b>MRS. MA. EMELYN C. CUSTODIO</b> -Municipal Agriculturist
	<b>MRS. BEATRIZ C. ANZALDO</b> -Municipal Civil Registrar
	<b>MRS. BEATRIZ L. DASTAS, RSW</b> -MSWDO
	<b>MRS. SOFIA R. TAGUIBAO</b> -Municipal Treasurer
	<b>MRS. MA. ISABEL M. GAVINA</b> -Municipal Assessor
	<b>MRS. JOSEFA A. MENDOZA</b> –Municipal Accountant – OIC
	<b>MRS. FE C. DELOS REYES</b> -MGDH I-HRMO
	<b>MRS. ISABELITA G. SANTOS</b> -Market Supervisor
	<b>COA Representative</b>
	<b>MR. RODRIGO DE JESUS</b> -NGO Representative
	<b>MRS. MARIA CONCEPCION VELASCO</b> -NGO Representative

Section II. Duties and Functions:

The team shall ensure a smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2016. As such, the Team shall:

1. Conduct as inventory of all local government units:

(a) Real or immovable properties such as land, buildings, infrastructure facilities and improvements and machineries; and

- (b) Movable properties such as vehicles, office equipment furniture, fixtures and supply stock.
2. Assemble all documents or records such as, but not limited to the following:
- (a) CY 2014 Governance Assessment Report;
  - (b) CY 2015 COA Report;
  - (c) Contracts and Loan Agreements, if any;
  - (d) Comprehensive Development Plan;
  - (e) Local Development Investment Plan;
  - (f) CY 2016 Annual Investment Plan;
  - (g) Comprehensive Land Use or Physical Framework Plan;
  - (h) Capability Development Agenda;
  - (i) Executive-Legislative Agenda;
  - (j) Organizational Structure;
  - (k) Inventory of Personnel by Nature of Appointment;
  - (l) Executive Orders; and
  - (m) *Full Disclosure Policy Documents*:
    - (i) CY 2016 Annual Budget;
    - (ii) CY 2015 Statement of Debt Service;
    - (iii) CY 2015 Statement of Receipts and Expenditures;
    - (iv) CY 2016 Annual Procurement Plan;
    - (v) CY 2015 Annual GAD Accomplishment Report;
    - (vi) Quarterly Statement of Cash Flow (1<sup>st</sup> Quarter, CY 2016);
    - (vii) Bid Results on Civil Works, Goods and Services, and Consulting Services (1<sup>st</sup> Quarter, CY 2016);
    - (viii) Report of Special Education Fund Utilization (1<sup>st</sup> Quarter, CY 2016);
    - (ix) Trust Fund Utilization (1<sup>st</sup> Quarter, CY 2016);
    - (x) Manpower Complement (1<sup>st</sup> Quarter, CY 2016);
    - (xi) Unliquidated Cash Advances (1<sup>st</sup> Quarter, CY 2016);
    - (xii) Supplemental Procurement Plan (1<sup>st</sup> Quarter, CY 2016);
    - (xiii) 20% Component of the IRA Utilization (1<sup>st</sup> Quarter, CY 2016);
    - (xiv) Report of Local Disaster Risk Reduction Management Fund Utilization (1<sup>st</sup> Quarter, CY 2016);
3. Turn-over of accountabilities using prescribed forms;
4. Organize a turn-over ceremony, to include a briefing on the Governance Assessment Report and Key Challenges to the incoming set of officials on June 30, 2016; and
5. Ensure the accomplishment and submission of Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials, and submit the same not later than July 8, 2016 to their respective Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.

This Order shall take effect immediately.

**DONE** in the Municipality of Calatagan, Province of Batangas, this 19<sup>th</sup> day of April, 2016 at Calatagan, Batangas.

  
**SOPHIA G. PALACIO, M.D.**  
Municipal Mayor