



MUNICIPAL MAYOR OF BAYAMBANG

EXECUTIVE ORDER No. 08 Series of 2019

CREATION AND COMPOSITION OF THE 2019 LOCAL GOVERNANCE TRANSITION TEAM

WHEREAS, In view of the forthcoming 2019 midterm elections, it is imperative to prepare for an effective turnover of responsibility to ensure continuity in local governance;

WHEREAS, Department of Interior and Local Government Memorandum Circular No. 2019-39 required all Municipal Mayors to create a Local Transition Team in their respective Local Government Units;

NOW THEREFORE, I, **DR. CEZAR T. QUIAMBAO**, by virtue of the powers vested in me by law as the Local Chief Executive, do hereby create, organize and mobilize a Quality Management System and Structure for the Municipality to plan, prepare, execute quality management measures:

SECTION 1. COMPOSITION: The **Local Governance Transition Team** is hereby created and organized with the following Composition:

Chairperson: DR. CEZAR T. QUIAMBAO – Municipal Mayor
Vice Chairperson: ATTY. RAYMUNDO B. BAUTISTA JR. – Municipal Administrator

MEMBERS

MR. ISMAEL D. MALICDEM
DR. PAZ F. VALLO
MRS. ERLINDA S. ALVAREZ
MRS. ELSIE C. DULAY
MS. CARMELA A. SANTILLAN
MRS. LUISITA B. DANAN
MRS. CHINITA S. DE VERA

Local Civil Registrar
Municipal Health Officer
Audit Unit Head
OIC-Municipal Accountant
OIC-ICT
Municipal Treasurer
OIC-GSO



ENGR. EDDIE A. MELICORIO
MR. PETER B. CARAGAN
MR. ART C. BUEZON
MRS. LERMA D. PADAGAS
MRS. ANNIE E. DE LEON
MRS. MA-LENE S. TORIO
MRS. NORA R. ZAFRA
MRS. DINAH A. PINLAC
MR. MARLON T. NONATO

Municipal Engineer
Municipal Budget Officer
OIC-Municipal Agriculturist
MSWDO
Municipal Assessor
OIC-MPDC
HRMO
MLGOO
Rotary Club of Bayambang

SECTION 2. DUTIES and RESPONSIBILITIES. The Local Governance Transition Team shall have the following duties and responsibilities:

a. Conduct an Inventory of the following LGU properties:

1. Immovable properties such as land, Buildings, Infrastructure facilities and its improvements, and machineries made immovable-, and
2. Movable properties such as vehicles. Office equipment, furniture, fixtures, and office supply stocks, among others.

b. Gather, secure, and preserve all official documents and/or records of LGU official transactions such as, but not limited to, the following documents:

1. Governance Assessment Report (CY 2018);
2. COA Report (CY 2018);
3. Contracts and Loan Agreements;
4. Comprehensive Development Plan;
5. Local Development Investment Plan;
6. Annual Investment Plan (CY 2019);
7. Comprehensive Land Use or Physical Framework Plan;
8. Capability Development Plan;
9. Executive-Legislative Agenda;
10. Organizational Structure;
11. Inventory of Personnel by Nature of Appointment;
12. Executive Orders; and
13. The following Full Disclosure Policy documents:
 - i. Annual Budget (CY 2019);
 - ii. Statement of Debt Service (CY 2018);
 - iii. Statement of Receipts and Expenditures (CY 2018);
 - iv. Annual Procurement Plan (CY 2019);
 - v. Annual GAD Accomplishment Report (CY 2018);
 - vi. Statement of Cash Flow (CY 2019, Ist Quarter);

- vii. Bid Results on Civil Works, Goods and Services, and Consulting Services (CY 2019, Quarter);
- viii. Report of Special Education Fund Utilization (CY 2019, 1st Quarter);
- ix. Trust Fund Utilization (CY 2019, 1st Quarter);
- x. Manpower Complement (CY 2019, Quarter);
- xi. Unliquidated Cash Advances (CY 2019, 1st Quarter);
- xii. Supplemental Procurement Plan (CY 2019, 1st Quarter);
- xiii. Component of the IRA Utilization (CY 2019, Quarter); and
- xiv. Report of Local Disaster Risk Reduction Management Fund Utilization (CY 2019, 1st Quarter)

SECTION 3. EFFECTIVITY. This Executive Order shall take effect immediately.

Let copies of this Order be furnished to Offices concerned for their information and guidance.

DONE this 8th day of April, 2019 in the Municipality of Bayambang, Pangasinan, Philippines.


DR. CEZAR T. QUIAMBAO





Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-AAP/DLCCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
 Telp. / www: dilg.gov.ph

RECEIVED
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March 13, 2019

MEMORANDUM CIRCULAR
 No: 2019-39

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS, DILG FIELD OFFICERS, ARMM REGIONAL GOVERNOR, AND OTHER CONCERNED

SUBJECT : 2019 LOCAL GOVERNANCE TRANSITION

1.0 Background

In view of the forthcoming 2019 midterm elections, it is imperative to prepare for an effective turnover of responsibility to ensure continuity in local governance.

2.0 Policy Content and Guidelines

2.1. The Local Governance Transition Team

- a. All Provincial Governors, City Mayors, and Municipal Mayors are required to create a Local Governance Transition Team in their respective Local Government Units (LGUs) not later than 08 April 2019.
- b. The Team shall be composed of the following:

Composition	Membership
Chairperson	Local Chief Executive
Vice Chairperson	To be elected among members by simple majority vote
Members	All Department Heads DILG Representative: <ul style="list-style-type: none"> • Provincial Director in case of provincial government • DILG City Director in case of city government • DILG Municipal Local Government Operations Officer in case of municipal government One (1) representative from a Civil Society Organization (CSO) or People's Organization

3.2 Duties and Responsibilities of the Local Governance Transition Team

To ensure the smooth local governance transition to the newly-elected or re-elected local officials on 30 June 2019, the Team shall perform the following tasks and responsibilities:

- a. Conduct an inventory of the following LGU properties:
 1. Immovable properties such as land, buildings, infrastructure facilities and its improvements, and machineries made immovable; and
 2. Movable properties such as vehicles, office equipment, furniture, fixtures, and office supply stocks, among others.
- b. Gather, secure, and preserve all official documents and/or records of LGU official transactions such as, but not limited to, the following documents:
 1. Governance Assessment Report (CY 2018);
 2. COA Report (CY 2018);
 3. Contracts and Loan Agreements;
 4. Comprehensive Development Plan;
 5. Local Development Investment Plan;
 6. Annual Investment Plan (CY 2019);
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 - v. Annual GAD Accomplishment Report (CY 2018);
 - vi. Statement of Cash Flow (CY 2019, 1st Quarter);
 - vii. Bid Results on Civil Works, Goods and Services, and Consulting Services (CY 2019, 1st Quarter);
 - viii. Report of Special Education Fund Utilization (CY 2019, 1st Quarter);
 - ix. Trust Fund Utilization (CY 2019, 1st Quarter);
 - x. Manpower Complement (CY 2019, 1st Quarter);
 - xi. Unliquidated Cash Advances (CY 2019, 1st Quarter);
 - xii. Supplemental Procurement Plan (CY 2019, 1st Quarter);
 - xiii. 20% Component of the IRA Utilization (CY 2019, 1st Quarter); and
 - xiv. Report of Local Disaster Risk Reduction Management Fund Utilization (CY 2019, 1st Quarter)

- c. Turnover accountabilities using the prescribed forms;
- d. Organize a turnover ceremony, to include a briefing on the Governance Assessment Report and key challenges to the incoming set of officials on 30 June 2019 for a more seamless leadership and management transitions; and,
- e. Ensure the accomplishment and timely submission of Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials to be submitted not later than 08 July 2019 to respective Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.

3.0 Monitoring and Reporting

All DILG Regional Directors and the ARMM Regional Governor are directed to:

- a. Submit a Local Government Transition Monitoring Report (LGTMR) to the Secretary of Interior and Local Government, through the Bureau of Local Government Supervision (BLGS) not later than 15 July 2019. Said deadline is non-extendable.
- b. Access to LGTMR Form is through the following link: <http://bit.ly/LGTMR2019>. Submission shall be done through electronic mail at blgspcmd@gmail.com with the subject header: "LGTMR 2019 <Region>"

4.0 Sanctions

Non-compliance to the provisions of this Memorandum Circular shall be dealt with in accordance with applicable laws and other pertinent issuances.

5.0 Dissemination

All DILG Regional Directors and ARMM Regional Governor are directed to cause the widest dissemination of this Memorandum Circular to all LGUs within their areas of jurisdiction.

6.0 Effectivity

This Memorandum Circular shall take effect immediately.

7.0 Approving Authority


EDUARDO M. AÑO
Secretary



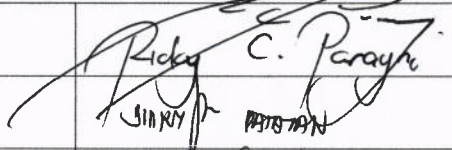
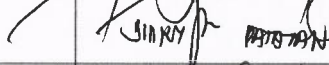
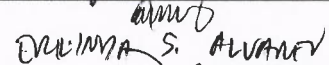
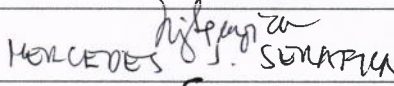
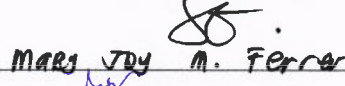
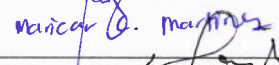

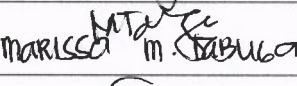
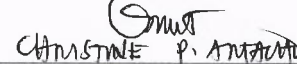

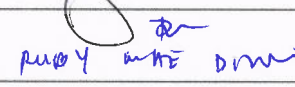
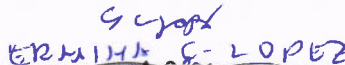
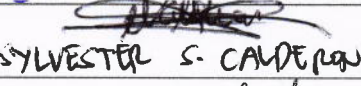
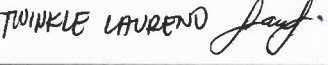
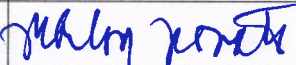
8.0 Feedback

For related queries, kindly contact the Policy Compliance Monitoring Division of the Bureau of Local Government Supervision at telephone no. (02) 876 3454 loc. 4210 to 11.

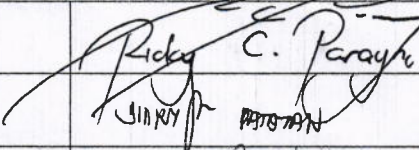
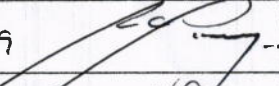
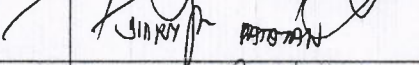
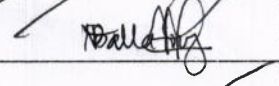
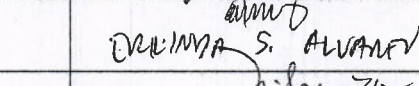
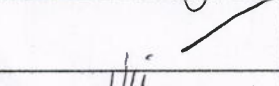
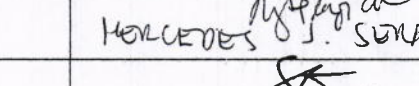
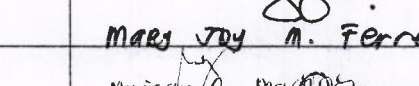
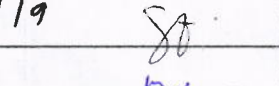
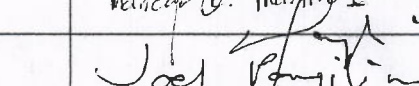
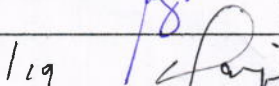
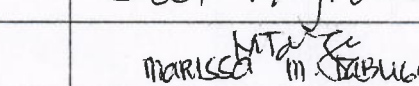
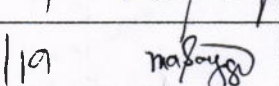
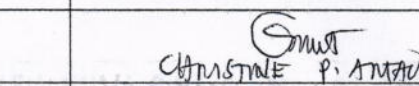
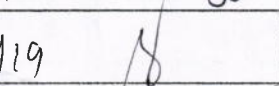

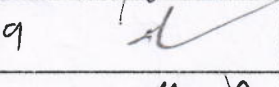
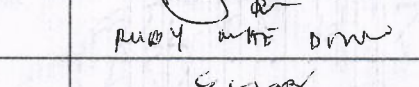
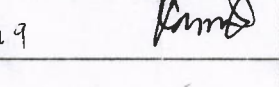
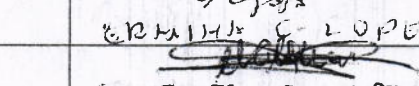

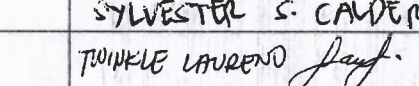

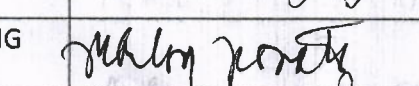

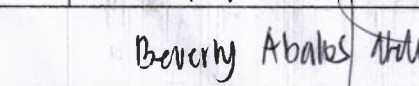
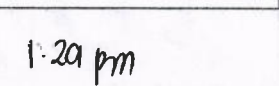


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**EXECUTIVE ORDER NO. 08 Series of 2019
LOCAL GOVERNANCE TRANSITION TEAM**

Local Civil Registrar	 Ricky C. Parayte	4/11/2019
Municipal Health Officer	 Jinky P. Pasion	4/11/19
Audit Unit Head	 ENCARNA S. ALVAREZ	4/11/19
OIC Municipal Accountant	 MERCEDES S. SERRANO	4/11/19
OIC ICT	 MARS JAY M. FERRER	4/11/19
Municipal Treasurer	 MARICAR D. MARTINEZ	4/11/19
OIC GSO	 Joel Pangilinan	4/11/19
Municipal Engineer	 MARISSA M. TABUCAN	4/11/19
Municipal Budget Officer	 CHRISTINE P. AMADOR	4/11/19
OIC MAO	 Ruby M. Dima	4/11/19
MSWDO	 Ruby M. Dima	4/11/19
Municipal Assessor	 ERMINA C. LOPEZ	4-11-19
OIC MPDC	 SYLVESTER S. CALDERON	4-11-19
MLGOO	 TWINKLE LAUREL	04/11/19
ROTARY CLUB of BAYAMBANG	 Ruby M. Dima	4/11/19

**EXECUTIVE ORDER NO. 08 Series of 2019
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OIC ICT		9/11/19	
Municipal Treasurer		4/11/19	
OIC GSO		4/11/19	
Municipal Engineer		4/11/19	
Municipal Budget Officer		4/11/19	
OIC MAO		4/11/19	
MSWDO		4/11/19	
Municipal Assessor		4-11-19	
OIC MPDC		4-11-19	
MLGOO		09/11/19	
ROTARY CLUB of BAYAMBANG		11/11/19	

ARMO

Beverly Abalos

6/11/19 1:20 pm