



ADMINISTRATIVE ORDER NO. 05
Series of 2019

CREATING THE 2019 LOCAL GOVERNANCE TRANSITION TEAM OF THE MUNICIPALITY OF ITOGON.

WHEREAS, in view of the forthcoming 2019 midterm elections, it is imperative to prepare for an effective turn-over of responsibilities to ensure continuity in governance;

WHEREAS, the Department of the Interior and Local Government issued Memorandum Circular No. 2019-39 governing the creation of the local governance transition team including the duties and responsibilities thereof;

NOW THEREFORE, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby create the 2019 Local Governance Transition Team of the Municipality of Itogon as follows:

Section 1. Composition: The composition of the 2019 Local Governance Transition Team shall be as follows:

CHAIRMAN: **ATTY. VICTORIO T. PALANGDAN**
Municipal Mayor

MEMBERS: **MR. ROCK H. CARIÑO**
S.B. Secretary

ATTY. FARIDA ROMILLO-MATEO
Municipal Accountant

MR. PRUDENCIO B. PEDRO
Municipal Agriculturist

MR. EDWIN B. GOLINGAB
Municipal Assessor

MS. VERONICA K. COMISING
Municipal Budget Officer

ENGR. CHARLIE M. GAYASCO
Municipal Engineer

MS. LILIA S. CARIÑO
Municipal Local Civil Registrar

ENGR. IMELDA F. NUGUID
Municipal Planning and Development Coordinator

MS. ANGELA C. CARIÑO
Municipal Treasurer

MS. CHERYL ROSE F. CARDINAS
Municipal Local Government Operations Officer

MR. EMILIANO K. ESNARA
OSCA Head

Provided further, that in consonance with DILG MC No. 2019-39, the Vice Chairperson of the Transition Team shall be elected from among the members by simple majority vote.

Section 2. Duties and Responsibilities. To ensure smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2019, the Transition Team shall perform the following:

- 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 the LGU official transactions such as, but not limited to the following:
 1. Governance Assessment Report (2018);
 2. COA Report (CY 2018);
 3. Contracts and Loan Agreements;
 4. Comprehensive Development Plan;
 5. Local Development Investment Plan;
 6. Annual Investment Plan (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 (2018);
 - iv. Annual Procurement Plan (2019);
 - v. Annual GAD Accomplishment Report (2018);
 - vi. Statement of Cash Flow (CY 2019);
 - vii. Bid Results on Civil Works, Goods and Services, Consulting Services (CY 2019, 1st Quarter);
 - viii. Report of Special Fund Utilization (CY 2019, 1st quarter);
 - ix. Trust Fund Utilization CY 2019);
 - x. Manpower Complement (CY 2019, 1st Quarter);
 - xi. Unliquidated Cash Advances (CY 2019, 1st Quarter);
 - xii. Supplemental Procurement Plan (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 June 30, 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 July 8, 2019 to the Human Resource Management Office, Office of the Sanguniang Bayan and DILG Field Office.

Section 3. Repealing Clause. All Administrative Orders and other executive issuances inconsistent herewith are hereby deemed repealed or modified accordingly.

Section 4. Effectivity. This Order shall take effect immediately.

DONE this 2nd day of April, 2019 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

- All concerned
- DILG-MLGOO
- Sanguniang Bayan
- file