



**Administrative Order No. 04**  
**Series 2016**

**AN ADMINISTRATIVE ORDER CREATING THE LOCAL GOVERNANCE TRANSITION  
TEAM IN THE MUNICIPALITY OF ITOGON**

WHEREAS, the national and local elections is scheduled on May 9, 2016;

WHEREAS, in compliance to DILG Memorandum Circular No. 2016-21 dated February 17, 2016, there is a need to create a Local Governance Transition Team to ensure a smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2016.

NOW THEREFORE, by virtue of the powers vested in me by law, I, VICTORIO T. PALANGDAN, Municipal Mayor, do hereby constitute the Local Governance Transition Team of the Municipality of Itogon, as follows:

Chairperson: **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor  
Vice-Chairperson: **ALOYSIUS G. KATO**, Municipal Administrator  
Members: **ROCK H. CARIÑO**, SB Secretary  
**IMELDA F. NUGUID**, Municipal Planning & Dev't Coordinator  
**CHARLIE M. GAYASCO**, Municipal Engineer  
**LILIA S. CARIÑO**, Municipal Local Civil Registrar  
**ANGELA C. CARIÑO**, Municipal Treasurer  
**FARIDA D. ROMILLO**, Municipal Accountant  
**VERONICA K. COMISING**, Municipal Budget Officer  
**EDWIN E. GOLINGAB**, Municipal Assessor  
**DR. OLIVER P. GUADAÑA**, Municipal Health Officer  
**GRACE O. POCSOL**, Mun. Social Welfare & Dev't Officer  
**DR. PRUDENCIO B. PEDRO**, Municipal Agriculturist  
**CORAZON O. ESPIQUE**, Audit Team Leader, COA  
**PCI STEPHEN GEORGE B. ANTONIO**, Chief of Police  
**CESAR U. ATING**, Municipal Local Gov't Operations Officer  
**ESTRELITA C. APIDOS**, Itogon Women's Federation President

Secretariat: **JOCELYN S. NGAIL**, Administrative Aide III  
**GERTRUDE P. SAB-IT**, Administrative Aide III  
**MICHELLE P. YDIO**, Administrative Aide IV  
**ANABELLE S. MANUEL**, Administrative Aide VI

The tasks or responsibilities of the team are as follows:

1. Conduct an Inventory of:
  - 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 stocks;

2. Assemble all documents or records such as, but not limited to, the following:

Document/Record Needed	Year/Quarter Covered	Office/Person Responsible
a. State of Local Governance Performance Report	2014	MPDO
b. COA Report	2015	COA
c. Contracts & Loan Agreements		MAYOR'S OFFICE
d. Comprehensive Development Plan		MPDO
e. Local Development Investment Plan		MPDO
f. Annual Investment Plan	2016	MPDO
g. Comprehensive Land Use or Physical Framework Plan		MPDO
h. Capability Development Agenda		HRMO
i. Executive-Legislative Agenda		DILG
j. Organizational Structure		HRMO
k. Inventory of Personnel by Nature of Appointment		HRMO
l. Executive Orders		MAYOR'S OFFICE
m. Full Disclosure Policy Documents:		
(i) Annual Budget	2016	Municipal Budget Office
(ii) Statement of Debt Service	2015	Municipal Accounting Office
(iii) Statement of Receipts and Expenditures	2015	Municipal Treasury Office
(iv) Annual Procurement Plan	2015	Secretariat, BAC on Goods & Infrastructure
(v) Annual GAD Accomplishment Report	2015	GAD Focal Person/MPDO/MSWDO
(vi) Quarterly Statement of Cash Flow	1 <sup>st</sup> quarter, CY 2016	Municipal Accounting Office
(vii) Bid Results on Civil Works, Goods & Services, and Consulting Services	1st quarter, CY 2016	Secretariat, BAC on Goods & Infrastructure
(viii) Report of Special Education Fund Utilization	1st quarter, CY 2016	Municipal Accounting Office
(ix) Trust Fund Utilization	1st quarter, CY 2016	Municipal Accounting Office
(x) Manpower Complement	1st quarter, CY 2016	Municipal Accounting Office
(xi) Unliquidated Cash Advances	1st quarter, CY 2016	Municipal Accounting Office
(xii) Supplemental Procurement Plan	1st quarter, CY 2016	Municipal Budget Office
(xiii) 20% Component of the IRA Utilization	1st quarter, CY 2016	MPDO
(xiv) Report of Local Disaster Risk Reduction Management Fund Utilization	1st quarter, CY 2016	Municipal Budget Office

3. Turn-over of accountabilities;

4. Organize a turn-over ceremony, to include a briefing on the Governance Assessment Report and Key Challenges to the incoming set of officials; and

5. Ensure the accomplishment and submission of Elective Local 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 administrative order shall take effect immediately.

Done this 4<sup>th</sup> day of May 2016 at Itogon, Benguet.



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

Copy Furnish:

- All members
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