



ADMINISTRATIVE ORDER NO. 05
Series of 2018

CREATING THE MUNICIPAL AUDIT AND TRANSITION TEAM FOR ALL BARANGAYS IN RELATION TO THE MAY 14, 2018 BARANGAY AND SANGUNIANG KABATAAN ELECTIONS.

WHEREAS, Section 2 of PD No. 1445 or the Government Auditing Code of the Philippines declared it a policy of the State that all resources of the government shall be managed, expended and utilized in accordance with laws and regulations, and safeguarded against loss or wastages through illegal or improper disposition with the end view of ensuring efficiency, economy and effectiveness in the operation of government;

WHEREAS, Section 375 of the Local Government Code of 1991 provides for the primary and secondary accountability for government property wherein the Punong Barangay shall be primarily accountable for all government properties assigned or issued at the barangay level and consequently, the person or persons under the Punong Barangay entrusted with the possession or custody of such government properties shall be immediately accountable to the latter;

WHEREAS, Section 378 of the same Code provides for the responsibility for the proper use and care of government properties by the concerned local officials who are in actual possession and has been entrusted with the custody and control of such government property;

WHEREAS, in view of the May 14, 2018 Barangay and S.K. elections, the DILG issued Memorandum Circular No. 2018-12 mandating all City and Municipal Mayors to create their respective Audit Transition Teams to ensure the smooth and orderly turn-over of responsibilities for the proper use and care of government funds and properties by the component barangays pursuant to the express provisions of the aforementioned laws and issuances;

NOW THEREFORE I, ATTY. VICTORIO T. PALANGDAN, by virtue of the powers vested in me by law as Municipal Mayor of Itogon, Benguet, hereby **CREATE AND ORGANIZE** the Municipal Audit Transition Team of the Municipality of Itogon as follows:

Section 1. Composition: The Municipal Audit Transition Team created under this Administrative Order shall be composed of the following:

Chairperson:	MS. FARIDA ROMILLO MATEO, Municipal Accountant
Members:	MR. CESAR UEMURA ATING, MLGOO
	HON. ANDRES C. PANAYO, Liga President
	MS. JUDITH C. FIANZA, Accounting Staff
	MR. ANDRES C. BUDONG, CSO Representative
	MR. MARTES F. APOS, Brgy. Bookkeeper, MACCO
	MS. ROWENA C. CARINO, MBO Staff/ Brgy. Records

Section 2. Duties and Responsibilities: To ensure smooth transition and turn-over of responsibilities for the proper use and care of government funds and properties at the barangay level as enshrined in DILG Memorandum Circular No. 2018-12 and other pertinent rules and regulations, the Municipal Audit Transition Team shall have the following duties and responsibilities:

1. Assist the Municipal Mayor in directing all barangay officials to adhere to DILG MC No. 2018-12;
2. Assist the Municipal Mayor in providing necessary support to all Barangay Inventory Teams in order to efficiently and effectively perform their duties, roles and responsibilities;
3. Supervise the BIT in the conduct of inventory and turn over of BPFDRs and money accountabilities;
4. Conduct audit, verification and checking of the actual physical count of BPFDRs as against the accomplished inventory and turn over forms prepared and submitted by BITs not later than June 16, 2018;
5. Ensure BPFDRs and monetary accountabilities assigned or entrusted to the concerned accountable barangay officials are completely listed and turned over before the conduct of the Turn Over Ceremony;
6. Submit to the Municipal Mayor, Office of the Ombudsman, COA and DILG the list containing the name of accountable barangay officials who failed to turn over the BPFDRs and money accountabilities, if any;
7. Assist the Municipal Mayor in ensuring a smooth and orderly transition and successful conduct of turn over ceremony to the newly elected barangay officials;
8. Post the accomplished Final Inventory and Turn-over Form No. 2 of all component barangay officials;
9. Monitor compliance of all barangay officials, BIT with DILG MC No. 2018-12.

Section 3. Separability Clause: If for any reason, any section or provision of this Order is declared invalid or unconstitutional by the appropriate authority, other sections or provisions hereof not affected thereby shall continue to be in full force and effect.

Section 4. Repealing Clause: All orders or parts thereof which are inconsistent herewith or parts hereof are deemed repealed or modified accordingly.

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

LET copies of this ORDER be furnished all concerned for their information.

DONE this 22nd day of March, 2018 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor