



ADMINISTRATIVE ORDER NO. 06
Series of 2022

CREATING THE 2022 LOCAL GOVERNANCE TRANSITION TEAM OF THE MUNICIPALITY OF ITOGON.

WHEREAS, in view of the forthcoming 2022 National and Local 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. 2022-029 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 2022 Local Governance Transition Team of the Municipality of Itogon as follows:

Section 1. Composition: The composition of the 2022 Local Governance Transition Team shall be as follows:

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

Vice Chairman: To be elected from among the members by simple majority vote in accordance with DILG Memorandum Circular No. 2022-029.

MEMBERS: **MR. ROCK H. CARIÑO**
S.B. Secretary
ATTY. FARIDA ROMILLO-MATEO
Municipal Accountant
MR. PRUDENCIO B. PEDRO
Municipal Agriculturist
ENGR. AVELINO S. MEDINA JR.
Municipal Assessor
MS. VERONICA K. COMISING
Municipal Budget Officer
ENGR. CHARLIE M. GAYASCO
Municipal Engineer
MS. THELMA B. BENTRES
Municipal Local Civil Registrar
ENGR. IMELDA F. NUGUID
Municipal Planning and Development Coordinator
MS. ANGELA C. CARIÑO
Municipal Treasurer
DR. OLIVER P. GUADAÑA
Municipal Health Officer
MS. GRACE O. POCSOL
Municipal Social Welfare & Dev't Officer



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

MS. NENA S. LIYO
OSCA Head

Provided further, that in consonance with DILG MC No. 2022-025, 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 and/or re-elected local officials on June 30, 2022, the Transition Team shall perform the following:

- a. Conduct an inventory of the following LGU properties:
 1. Immovable properties such as land, permanent structures such as 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 (CY 2021);
 2. COA Report (CY 2021);
 3. Contracts and Loan Agreements;
 4. Comprehensive Development Plan;
 5. Local Development Investment Program;
 6. Annual Investment Plan (2022);
 7. Comprehensive Land Use or Physical Framework Plan;
 8. Capability Development Program;
 9. Executive-Legislative Agenda;
 10. Organizational Structure and Staffing Pattern;
 11. Inventory of Personnel by Nature of Appointment;
 12. Executive Orders, Ordinances and Resolutions;
 13. LGU Devolution Transition Plan;
 14. Reengineering Plan on LGU Systems Procedures;
 15. LGU Citizens' Charter;
 16. Public Service Continuity Plan
 17. Gender and Development (GAD) Plan and Budget; and
 18. The following Full Disclosure Policy documents:
 - i. Annual Budget (CY 2022)
 - ii. Statement of Indebtedness, Payments and Balances (CY 2021);
 - iii. Statement of Receipts and Expenditures (2018);
 - iv. Annual Procurement Plan (2022);
 - v. Annual GAD Accomplishment Report (2021);
 - vi. Statement of Cash Flow (CY 2022, 1st Quarter);
 - vii. Bid Results on Civil Works, Goods and Services, Consulting Services (CY 2022, 1st Quarter




- viii. Report of Special Fund Utilization (CY 2022, 1st quarter);
- ix. Trust Fund Utilization (CY 2022, 1st Quarter);
- x. Human Resource Complement (CY 2022, 1st Quarter);
- xi. Unliquidated Cash Advances (CY 2022, 1st Quarter);
- xii. Supplemental Procurement Plan (2021);
- xiii. 20% Component of the IRA Utilization (CY 2022, 1st Quarter);
- xiv. Local Disaster Risk Reduction and Management Fund Utilization (CY 2022, 1st Quarter)

- c. Turnover accountabilities using the prescribed forms, in case of a new set of incoming elected officials; and update list of accountabilities, in case of re-elected officials;
- d. Organize a turnover ceremony for incoming local officials, to include briefing on the Governance Assessment Report and key challenges to be conducted on June 30, 2022; 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 11, 2022 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 16th day of March, 2022 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

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