

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 2019- 10

AN ORDER CREATING THE LOCAL GOVERNANCE TRANSITION TEAM OF THE MUNICIPALITY OF GUBAT, SORSOGON

WHEREAS, Republic Act No. 7166 provides for the synchronized national and local elections **and for** electoral reforms, authorizing appropriations thereof, and for other purposes;

WHEREAS, Section of the said Act provides that the Election shall be on the second Monday of May which falls on May 13, 2019 for the 2019 Midterm Elections;

WHEREAS, the Depart of the Interior and Local Government (DILG) issued Memorandum Circular No. 2019-39 dated March 13, 2019 which mandates the Provincial Governors, City/ Municipal Mayors to create a Local Governance Transition Team;

WHEREAS, the said team shall primarily be created to ensure the smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2019;

NOW THEREFORE I, SHARON ROSE G. ESCOTO, Municipal Mayor of Gubat, Sorsogon, by virtue of the power vested in me by law, do hereby order and direct the creation of the Local Governance Transition Team of the Municipality of Gubat, Sorsogon with the following provisions:

SECTION 1. COMPOSITION

The Local Governance Transition Team (LGTT) shall be composed of the following:

Chairperson:	SHARON ROSE G. ESCOTO, Municipal Mayor
Vice Chairperson:	MA. LUISA J. DOMETITA, Municipal Local Governance Operations Officer
Members:	SIXTO ESTAREJA, Municipal Vice Mayor
	AVA E. OBRIQUE, Municipal Accountant
	EDUARDO E. FELICIA, Municipal Budget Officer
	REYMUNDO F. QUIÑONES, Municipal Treasurer
	FAUSTINO E. TACLAN JR., Municipal Planning and Development Coordinator
	RIZALDE P. ERMINO, Municipal Engineer
	LEA E. SANTOS, Municipal Environment and Natural Resources Officer
	DR. ANTHONY S. LELIS, Municipal Health Officer
	SANDRA D. PURA, Municipal Social Welfare and Development Officer
	ROWENA FAJARDO, Municipal Civil Registrar
	JOEY P. ENAJE, SB Secretary

SECTION 2. DUTIES AND RESPONSIBILITIES OF THE LOCAL GOVERNANCE TRANSITION TEAM.

- A. Conduct an Inventory of the following LGU properties:
1. Immovable properties such as land, building, 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 (CDP);
 5. Local Development Investment Plan (LDIP);
 6. Annual Investment Plan (AIP);
 7. Comprehensive Land Use Plan or Physical Framework Plan;
 8. Capacity Development Plan (CapDev);
 9. Executive-Legislative Agenda (ELA);
 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, 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);
 - xii. Supplemental Procurement Plan (CY 2019, 1st Quarter);
 - xiii. 20% Component 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 (GAR) 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 Sheet (ELOPDS) by the incoming officials to be submitted not later than 08 July 2019 to the Human Resource Management Office, Office of the Sangguniang Bayan, and DILG Field Office.

SECTION 4. EFFECTIVITY. This Executive Order shall take effect immediately upon its approval.

SO ORDERED.

APPROVED, this 4th day of April, 2019 in the Municipality of Gubat, Province of Sorsogon.



SHARON ROSE G. ESCOTO
Municipal Mayor