



Republic of the Philippines
Province of Isabela
MUNICIPALITY OF PALANAN

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 07
Series of 2019

AN ORDER CREATING THE 2019 LOCAL GOVERNANCE TRANSITION TEAM OF PALANAN, ISABELA

WHEREAS, in view of the forthcoming May 13, 2019 National and Local Elections, and the importance of continuity in local governance, it is imperative to prepare for an effective turnover to the incoming officials on June 30, 2019;

WHEREAS, the Department of the Interior and Local Government issued a Memorandum Circular Number 2019-39 dated March 13, 2019 directing all municipal mayors to create a Local Governance Transition team;

NOW THEREFORE, I, ELIZABETH B. OCHOA, Municipal Mayor of Palanan, Isabela, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. COMPOSITION. There shall be a created 2019 Local Governance Transition Team to be composed of the following:

Chairperson : **ELIZABETH B. OCHOA**
Municipal Mayor

Vice Chair : **MR. RONNIE D. ALVAREZ**
Municipal Accountant

Members : **ENGR. MELITO C. CASASOLA, JR., MPDC**
MS. ELMA O. GONZALES, MSWDO
MR. RODRIGO B. NERI, Municipal Assessor
MR. RONNIE D. ALVAREZ, Municipal Accountant
MR. LEVITO D. PALOGAN, Municipal Civil Registrar
ENGR. MELVIN D. CAUILAN, Municipal Engineer
MR. JAMES T. BERNARDO, OIC- Municipal Treasurer
MR. JOSE MARIE G. MONTECLARO, OIC-MAO/ MDRRMO Designate
DR. CLARISH GEI L. ATIENZA, OIC-MHO/DTTB
MR. ALBERTO M. GONZALES, OIC-MENRO
MS. GENEVIE C. CHAVEZ, OIC-MBO/ BPLO
MR. FELINO P. BERNARDO, Asst. Mun. HRMO

DILG REPRESENTATIVE – MS. RUBY ROSE ANGELIE G. BACCAY, OIC-MLGOO

PO REPRESENTATIVE – MR. REYNANTE M. ALVARO, Faith Based Organization Representative

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SECTION 2. DUTIES AND RESPONSIBILITIES OF THE 2019 LOCAL GOVERNANCE TEAM. The Team shall ensure the smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2019. As such, the team shall:

- a. Conduct an inventory of:
 1. Real or immovable properties such as land, buildings, infrastructure, facilities and improvements and machineries; 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;
 5. Annual Investment Plan (CY 2019);
 6. Comprehensive Land Use or Physical Framework Plan;
 7. Capability Development Plan;
 8. Executive-Legislative Agenda;
 9. Organizational Structure;
 10. Inventory of Personnel by nature of Appointment;
 11. Executive Orders; and
 12. 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, 1st Quarter);
 - xii. Supplemental Procurement Plan (CY 2019, 1st Quarter);
 - xiii. 20% Component of the IRA Utilization (CY 2019, 1st Quarter); and
 - xiv. Report of Local Disaster Risk and Reduction Management Fund Utilization (CY 2019, 1st Quarter)

- c. Turnover accountabilities using 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 30 June 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 08 July 2019 to respective Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.

SECTION 3. REPEALING CLAUSE. All orders, issuances and memoranda issued inconsistent herewith are deemed superseded, cancelled and/ or revoked.

SECTION 4. EFFECTIVITY. This Order shall take effect immediately and copies hereof shall be furnished to all concerned for their information and reference.

DONE this 3rd day of April 2019 at Palanan, Isabela.



ELIZABETH B. OCHOA
Municipal Mayor