



Republic of the Philippines
Province of Capiz
MUNICIPALITY OF TAPAZ
OFFICE OF THE MAYOR



Executive Order No. 19-04-06
Series of 2019

“CREATION OF 2019 LOCAL GOVERNANCE TRANSITION TEAM”

WHEREAS, Memorandum Circular No. 2019-39 of the Department of Interior and Local Government (DILG) dated March 13, 2019 entitles “2019 Local Governance Transition” requires all Provincial Governors, City and Municipal Mayor to create a Local Transition Team for the continuity in local governance and to prepare for an effective turnover to the incoming set of officials on June 30, 2019;

WHEREAS, in response to the aforementioned memorandum circular, it is deemed proper to create the Local Governance Transition Team of the Local Government Unit of Tapaz;

NOW THEREFORE, I, ROBERTO O. PALOMAR, *Municipal Mayor* of the Municipality of Tapaz, Capiz, Philippines, by virtue of the power vested in me by law as the Local Chief Executive, do hereby order “*Creation of 2019 Local Governance Transition Team*” to wit:

SECTION 1. COMPOSITION. The Local Governance Transition Team shall be composed of:

Chairperson : Hon. Roberto O. Palomar
Municipal Mayor

Vice Chairperson : Hon. Ma Fe G. Gardose
SB Member/Chair Finance Committee

Members : All Department Heads
Local Government Officer /DILG
Magdalo Representative (NGO)

SECTION 2. DUTIES AND RESPONSIBILITIES. The ensure the smooth local governance transition to the newly-elected local officials on 30 June 2019, the Team shall perform following tasks and responsibilities;

- a. Conduct and inventory of the following LGU properties;
 1. Immovable properties such as land, 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 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. Local Development Investment Plan;
 6. Annual Investment Plan (CY 2019);
 7. Comprehensive Land Use or Physical Framework Plan;
 8. Capability Development Plan;
 9. Executive-Legislative Agenda

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
 - vi. Statement of Cash Flow (CY 2019)
 - vii. Statement of Cash Flow (CY 2019, 1st Quarter)
 - viii. Bid Results on Civil Works, Goods and Services, and Consulting Services (CY 2019, 1st Quarter)
 - ix. Report of Special Education Fund Utilization (CY 2019, 1st Quarter);
 - x. Trust Fund Utilization (CY 2019, 1st Quarter);
 - xi. Unliquidated Cash Advances (CY 2019, 1st Quarter);
 - xii. Supplemental Procurement Plan (CY 2019, 1st Quarter);
 - xiii. 20% Component of IRA Utilization (CY 2019, 1st Quarter);
 - xiv. Report of Local Disaster Reduction Management Fund Utilization (CY 2019, 1st Quarter)
- c. Turn-over 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 June 30 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 of the Sanggunian, and DILG Field Office.

SECTION 3. EFFECTIVITY: This Executive Order shall take effect immediately.

FURTHERMORE, let copies of this Executive Order be furnished to all concerned for their information and guidance.

So Ordered this ____ day of _____, at Tapaz Municipal Hall, Tapaz, Capiz.


ROBERTO O. PALOMAR
Municipal Mayor