Hon. Cielo Krisel Lagman-Luistro
City Mayor

EXECUTIVE ORDER NO. 011 SERIES OF 2022

AN EXECUTIVE ORDER CREATING THE LOCAL GOVERNANCE TRANSITION TEAM OF TABACO CITY

Local transit

WHEREAS, with the forthcoming National and Local Elections, it is imperative to prepare for the effective turnover of responsibilities to ensure continuity in local governance;

WHEREAS, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2022-029 dated March 10, 2022, requiring all Provincial Governors, City/Municipal Mayors to create a Local Governance Transition Team in their respective local government units (LGUs).

NOW, THEREFORE, by virtue of the power vested upon me by section 455, b, 2, ii of R.A. 7160, otherwise known as the Local Government Code of 1991, I, **CIELO KRISEL LAGMAN-LUISTRO,** City Mayor of Tabaco City, do hereby create the **Local Governance Transition Team of Tabaco City** as follows:

SECTION 1. COMPOSITION. The Local Governance Transition Team of the City of Tabaco shall be composed of the following:

CHAIRPERSON: CIELO KRISEL LAGMAN-LUISTRO, City Mayor

VICE-CHAIRPERSON: (TO BE ELECTED FROM AMONG THE MEMBERS BY SIMPLE MAJORITY VOTE)

MEMBERS : **(ALL DEPARTMENT HEADS)**
GERARDO CALIXTO B. COLARINA, City Administrator
ENGR. NOEL BONAOBRA, OIC-City Planning & Dev't Officer
ENGR. DINDO BONGALOSA, OIC-City Engineer
ENGR. ROLAND GARCIA, OIC-General Services Officer 4/6/22
ARCH. FRANCO BITE, City Architect 4/6/22
HUGO BUEN, CDRRMO 4/6/2022
REYNOLD MARTIREZ, CENRO 4/6/2022
SHERRY TRILLES, City Budget Officer 4/06/22
EVANGELINE BORITO, OIC-City Accountant 4/06/2022
MA. SALOME VILLANUEVA, CSWDO 04/06/2022
RAFAEL KALLOS, PHD – OIC-City Treasurer 04/06/22
ENGR. AILEENE BOMBON – OIC-City Agriculturist 4/6/22
DR. AUDWIN AZADA, City Health Officer 4/6/22
MURIEL IMPERIAL, City Assessor 4-6-22
MA TERESITA RIOSA, HRMO 04/06/2022

ERIC VALERIANO, OIC-Tourism Officer - 4/6/22
MS. GLENDA PANTI, SP Secretary - 4/6/22
GELACIO MOLATIO, Information Officer
ATTY. JOVITO CODERIS, City Legal Officer - 4/6/22
ROSELYN M. VELASCO, MARPO
S/Insp.MA. CRISTY RABORAR, Acting FIRE MARSHALL, BFP-TABACO
PLTCOL. EDGAR E. AZOTEA, COP, PNP-TABACO
RUTH FAY BENOSA-BELARMINO, CLGOO - 4/6/22
ROY BORROMEO, KABAIKAT CIVICOM, CSO Representative

SECTION 2. DUTIES AND RESPONSIBILITIES OF THE LOCAL GOVERNANCE TRANSITION TEAM. To ensure the safe-keeping of LGU records and documents and the protection of LGU assets during the election period, and to ensure the smooth local governance transition to the newly-elected or re-elected local officials on 30 June 2022, the Team shall perform the following tasks and responsibilities:

1. Conduct an inventory of the following LGU properties:
   i. Immovable properties such as land, permanent structures such as buildings, infrastructure facilities, and their improvements, and machinery made immovable; and
   ii. Movable properties such as vehicles, office equipment, furniture, fixtures, and office supply stocks, among others.

2. Gather, secure, and preserve all official documents and/or records of LGU official transactions, as applicable to the LGU, such as, but not limited to the following documents;
   i. Governance Assessment Report (CY 2021);
   ii. COA Report (CY 2021)
   iii. Contracts and Loan Agreements;
   iv. Comprehensive Development Plan;
   v. Local Development Investment Plan;
   vi. Annual Investment Program (CY 2022);
   vii. Comprehensive Land Use Plan;
   viii. Capacity Development Agenda or Program;
   ix. Executive-Legislative Agenda;
   x. Organizational Structure and Staffing Pattern;
   xi. Inventory of Personnel by Nature of Appointment;
   xii. Executive Orders, Ordinances, and Resolutions;
   xiii. LGU Devolution Transition Plan;
   xiv. Reengineering Plan on LGU Systems and Procedures;
   xv. LGU Citizen's Charter;
   xvi. Public Service Continuity Plan;
   xvii. Gender and Development (GAD) Plan and Budget; and
   xviii. Full Disclosure Policy Documents:
      a. Annual Budget (CY 2022);
      b. Statement of Indebtedness, Payments, and Balances (CY 2021);
      c. Statement of Receipts and Expenditures (CY 2021);
      d. Annual Procurement Plan of Procurement List (CY 2022);

e. Annual GAD Accomplishment Report (CY 2021);
f. Statement of Cash Flow (CY 2022, 1st Quarter);
g. Bid Results on Civil Works, Goods and Services, and Consulting Services (CY 2022, 1st Quarter);
h. Report of Special Education Fund Utilization (CY 2022, 1st Quarter);
i. Trust Fund Utilization (CY 2022, 1st Quarter);
j. Human Resource Complement (CY 2022, 1st Quarter);
k. Unliquidated Cash Advances (CY 2022, 1st Quarter);
l. Supplemental Procurement Plan (CY 2021);
m. 20% Component of the IRA Utilization (CY 2022, 1st Quarter); and
n. LDRRM Fund Utilization (CY 2022, 1st Quarter).

3. Turnover accountabilities using the prescribed forms, in case of a new set of incoming elected local officials; and update list of accountabilities, in case of re-elected officials;

4. Organize a turnover ceremony for the incoming local officials, to include a briefing on the Governance Assessment Report (GAR) and key challenges, to be conducted on 30 June 2022; and

5. Ensure the accomplishment of the Elective Local Official Personal Data Sheet (ELOPDS) by the incoming officials, to be submitted not later than 11 July 2022 to the Human Resource Management Office, Office of the Sanggunian, and the DILG Field Office.

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

ISSUED this 5th day of April 2022 in Tabaco City, Albay.

CIELO KRISEL LAGMAN-LUISTRO
City Mayor