AN EXECUTIVE ORDER NO. 010 S. 2019

AN EXECUTIVE ORDER CREATING THE LOCAL GOVERNANCE TRANSITION TEAM OF THE MUNICIPALITY OF BALIWAG, BULACAN IN PURSUANT TO DILG MEMORANDUM CIRCUAR NO. 2019-39 DATED MARCH 13, 2019

WHEREAS, DILG Memorandum Circular No. 2019-39 enjoined all Provincial Governor, City Mayor and Municipal Mayor to create a Local Governance Transition Team;

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

NOW THEREFORE, I FERDINAND V. ESTRELLA, Municipal Mayor, by virtue of the powers vested in me by law do hereby order the following:

SECTION 1. CREATION. A Local Governance Transition Team shall be created in pursuant to DILG Memorandum Circular No. 2019-39.

SECTION 2. COMPOSITION, TASK/RESPONSIBILITIES

SECTION 2.1. COMPOSITION. The Local Governance Transition Team shall be composed of the following:

CHAIRPERSON  
:HON. FERDINAND V. ESTRELLA  
Municipal Mayor

VICE CHAIRPERSON  
:MR. ENRIQUE V. TAGLE  
Municipal Administrator

MEMBERS  
:MR. NEMENCIO R. DE LEON  
Municipal Planning and Development Officer
SELECTION 2.2 TASKS AND RESPONSIBILITIES OF THE TEAM

The team shall ensure a smooth local governance transition to the newly elected or re-elected officials on June 30, 2019. As such, the team shall:
1. Conduct an inventory of all local government units;
   a. Real or immovable properties such as land, buildings, infrastructure facilities and improvements and machineries; and
   b. Movable properties such as vehicles, office equipment, furniture, fixtures and supply stocks;

2. Gather, secure and preserve all official documents and/or records of LGU official transactions such as, but not limited to the following documents;
   b. COA Report (CY 2018)
   c. Contracts and Loan Agreements
   d. Comprehensive Development Plan
   e. Local Development Investment Plan
   f. Annual Investment Plan (CY 2018)
   g. Comprehensive Land Use or Physical Framework Plan
   h. Capability Development Plan
   i. Executive-Legislative Agenda
   j. Organizational Structure
   k. Inventory of Personnel by Nature of Appointment
   l. Executive Orders
   m. The following Full Disclosure Policy Documents
      i. Annual Budget (CY 2019)
      ii. Statement of Debt Service (CY 2018)
      iii. Statement of Receipts and Expenditure (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. Bids Results in Civil Works, Goods and Services, 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)

3. Turn-over of accountabilities using prescribed forms;
4. Organize a turn-over ceremony, to include a briefing on the Governance Assessment Report and Key Challenges to the Incoming set of officials on June 30, 2019; and
5. Ensure the accomplishment and submission of Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming official, and submit the same not later than July 8, 2019 to their respective Human Resources Management Office, Office of the Sanggunian and DILG Field Office
SECTION 3. EFFECTIVITY. This order shall take effect immediately.

DONE, in Baliwag, Bulacan this 5th day of April, 2019 here at Municipality of Baliwag, Bulacan.

FERDINAND V. ESTRELLA
Municipal Mayor

By the Mayor:

ENRIQUE V. TAGLE
Municipal Administrator