Republic of the Philippines
MUNICIPALITY OF PANIQUI
Province of Tarlac

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO.04, s.2019

"AN ORDER CREATING THE LOCAL GOVERNANCE TRANSITION TEAM"

WHEREAS, Memorandum Circular No. 2016-21 of the Department of the Interior and Local Government (DILG), dated 17 February 2016, enjoined all Local Chief Executives to create a Local Governance Transition Team for the continuity in local governance and to prepare for an effective turnover to the incoming officials on June 30, 2016;

WHEREAS, in response to the aforementioned Memorandum Circular, it is deemed proper to create the Local Governance Team of the Municipality of Paniqui, Tarlac;

NOW, THEREFORE, I, LEONARDO M. ROXAS, by virtue of the powers vested in me by law as Municipal Mayor of Paniqui, Tarlac, hereby order the creation of the Local Governance Transition Team with the following composition and task:

A. Composition of the Team

Chairperson -   LEONARDO M. ROXAS
                                                   Municipal Mayor

Vice-Chairperson-   ANIEL BON. C. SANTILLAN
                                                   Municipal Administrator

Members:

ALL DEPARTMENT HEADS

DILG Representative-   DANILO C. RILLERA
                                                   LGOO VI

NGO Representative-   RODRIGO S. GAMINO
                        Cabayaoasan Integrated Agricultural Producers Association

B. Task or Responsibilities of the Team

The team shall ensure a smooth local governance transition to the newly-elected or re-elected local 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. Assemble all documents or records such as, but not limited to the following:
   a) CY 2017 Governance Assessment Report;
   b) CY 2018 COA Report;
   c) Contracts and Loan Agreements, if any;
   d) Comprehensive Development Plan;
   e) Local Development Investment Plan;
   f) CY 2019 Annual Investment Plan;

g) Comprehensive Land Use or Physical Framework Plan;
h) Capability Development Agenda;
i) Executive-Legislative Agenda;
j) Organizational Structure;
k) Inventory of Personnel by Nature of Appointment;
l) Executive Orders; and
m) Full Disclosure Policy Documents:

  i. CY 2019 Annual Budget;
  ii. CY 2018 Statement of Debt Service;
  iii. CY 2018 Statement of Receipts and Expenditures;
  iv. CY 2019 Annual Procurement Plan;
  v. CY 2018 Annual GAD Accomplishment Report;
  vi. Quarterly Statement of Cash Flow (1st Quarter, CY 2019);
  vii. Bid Results on Civil Works, Goods and Services, and Consulting Services (1st Quarter, CY 2019);
  viii. Report of Special Education Fund Utilization (1st Quarter, CY 2019);
  ix. Trust Fund Utilization (1st Quarter, CY 2019);
  x. Manpower Complement (1st Quarter, CY 2019);
  xi. Unliquidated Cash Advances (1st Quarter, CY 2019);
  xii. Supplemental Procurement Plan (1st Quarter, CY 2019);
  xiii. 20% Component of the IRA Utilization (1st Quarter, CY 2019);
  xiv. Report of Local Disaster Risk Reduction Management Fund Utilization (1st Quarter, CY 2019);

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 officials, and submit the same not later than July 8, 2019, to the Human Resources Management Office, Office of the Sangguniang Bayan and DILG Field Office.

This Order shall take effect immediately.

All prior Executive Orders that are inconsistent herewith are modified accordingly.

Done this 3rd day of April 2019 in Municipality of Paniqui, Province of Tarlac.

HON. LEONARDO M. ROXAS
Municipal Mayor