



EXECUTIVE ORDER NO. 08
SERIES OF 2022

“AN ORDER CREATING THE LOCAL GOVERNANCE TRANSITION TEAM (LGTT) PROVIDING FOR ITS COMPOSITION, FUNCTIONS AND OTHER PURPOSES”

WHEREAS, Memorandum Circular No. 2022-029, issued by the Department of the Interior and Local Government, provides guidelines for the creation of Local Governance Transition Team;

WHEREAS, the Memorandum Circular encourages every Provincial Governor, City Mayor and Municipal Mayor to create a Local Governance Transition team in view of the forthcoming Local and National Elections;

WHEREAS, the Memorandum Circular puts emphasis on the importance of continuity in local governance and the need for an effective turnover on June 30, 2022;

WHEREAS, the Team shall ensure a smooth local governance transition to the newly-elected or re-elected local officials;

WHEREAS, it is the aim of the Local Government Unit of Allacapan to continuously introduce innovations that promote economic development and good governance;

NOW, THEREFORE, I, HARRY D. FLORIDA, Municipal Mayor of Allacapan, Cagayan, by virtue of the powers vested in me by law, do hereby order:

Section 1. Title. “An Executive Order Creating the Local Governance Transition Team (LGTT) providing for its Composition, Functions and Other Purposes”.

Section 2. Composition. The LGTT shall be composed of the following:

Chairperson: **HON. HARRY D. FLORIDA**
Municipal Mayor

Vice Chairperson: **FREDERICK O. DELA CRUZ**
Municipal General Services Officer/ Human Resource Management Officer- Designate

Members: **LEA MORENA V. DONTON, M.D**
Municipal Health Officer

ANTONIO T. SUMALABE
Municipal Assessor



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2/F Allacapan Multipurpose Hall,
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Office of the Municipal Mayor
Email Address: lgu.allacapan16@gmail.com

JENI-WILMA A. PAUDAN
Acting Municipal Treasurer

ROSEMALYNE I. TUNAC
Municipal Budget Officer

EMERITA C. DELA ROSA
Municipal Accountant

ROMMEL T. URSUA
Municipal Planning and Development Coordinator

JHOMAR J. SALEM
Municipal Environment and Natural Resources Officer

EUGENIA U. AGLIPAY
Municipal Civil Registrar

ENGR. RONALD J. CABALANG
Municipal Engineer

OFELIA M. JADULOS
Municipal Social Welfare Officer

ELISEO B. GALURA
Municipal Agriculturist

TELYNOR DAL. PONCE
Sanggunian Bayan Secretary

ENGR. ERICK JOHN T. GANADEN
Local Disaster Risk Reduction and Management Officer

ROSHSEINEE O. GUMABAO
Municipal Local Government Operations Officer

TERESITA T. AGOR
NGO Representative

Section 3. Task and Responsibilities. The team shall ensure smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2022. As such, the team shall:



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1. Conduct an inventory of the following LGU properties:
 - a. Immovable properties such as land, buildings, infrastructure facilities and its improvements, and machineries made immovable; and
 - b. 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 such as, but not limited to, the following documents:
 - a. Governance Assessment Report (CY 2021);
 - b. COA Report (CY 2021);
 - c. Contracts and Loan Agreements;
 - d. Comprehensive Development Plan;
 - e. Local Development Investment Plan;
 - f. Annual Investment Plan (CY 2021);
 - g. Comprehensive Land Use;
 - h. Local Development and Physical Framework Plan;
 - i. Capacity Development Agenda or Program;
 - j. Executive-Legislative Agenda;
 - k. Organizational Structure and Staffing Pattern;
 - l. Inventory of Personnel by Nature of Appointment;
 - m. Executive Orders, Ordinances, and Resolutions;
 - n. LGU Devolution Transition Plan;
 - o. Reengineering Plan on LGU Systems and Procedures;
 - p. LGU Citizen's Charter
 - q. Public Service Continuity Plan;
 - r. Gender and Development (GAD) Plan and Budget; and
 - s. The following Full Disclosure Policy Documents:
 - i. Annual Budget (CY 2022);
 - ii. Statement of Indebtedness, Payments and balances(CY 2021);
 - iii. Statement of Receipts and Expenditures (CY 2021);
 - iv. Annual Procurement Plan or Procurement List (CY 2022);
 - v. Annual GAD Accomplishment Report (CY 2021);
 - vi. Statement of Cash Flow (CY 2022, 1st Quarter);
 - vii. Bid Results on Civil Works, Goods and Services, and Consulting Service (CY 2022, 1st Quarter);
 - viii. Trust Fund Utilization (CY 2022, 1st Quarter);
 - ix. Human Resource Complement (CY 2022, 1st Quarter);
 - x. Unliquidated Cash Advances (CY 2022, 1st Quarter);
 - xi. Supplemental Procurement Plan (CY 2021);
 - xii. 20% Component of the IRA Utilization (CY 2022, 1st Quarter); and



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xiii. Local Disaster Risk Reduction and Management Fund Utilization
(CY 2022, 1st Quarter).

3. Turnover accountabilities using the prescribed forms;
4. 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 2022 for a more seamless leadership and management transitions; and
5. Ensure the accomplishment of the Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials, to be submitted not later than 11 July 2022 to their Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.

Section 4. Effectivity. This Executive Order shall take effect immediately upon its approval and shall remain enforced unless otherwise revoked. Let copies hereof be furnished to all concerned for their information, reference and guidance.

Done this 15th day of March 2022 in the municipality of Allacapan, Cagayan.


HARRY D. FLORIDA
Municipal Mayor



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