



REPUBLIC OF THE PHILIPPINES  
CITY OF NAGA  
"An Maogmang Naga"

Office of the City Mayor



**EXECUTIVE ORDER NO. 2013-009**

**CREATING THE LOCAL GOVERNANCE TRANSITION TEAM  
PURSUANT TO DILG MEMORANDUM CIRCULAR NUMBER 2013-33**

**WHEREAS**, in view of the forthcoming national and local election and the importance of continuity in local governance, it is imperative to prepare for an effective turnover to the incoming officials on June 30, 2013.

**WHEREAS**, DILG Memorandum Circular No. 2013-33 dated April 18, 2013 enjoined every Provincial Governor, City Mayor and municipal Mayor to create a Local Governance Transition Team not later than April 22, 2013.

**NOW THEREFORE**, I **JOHN G. BONGAT**, City Mayor of Naga City by virtue of the powers vested in me by law, do hereby order the following:

**Section 1. COMPOSITION.** The Local Governance Transition Team shall be composed of the following:

- Chairperson : HON. JOHN G. BONGAT, City Mayor
- Vice Chairperson : MR. FLORENCIO T. MONGOSO, City Administrator
- Members :
  - LGOO V -OIC VIRGINIA S. PASCUAL, DILG – Naga City
  - MS. EDITHA AGUILAR, State Auditor IV, COA
  - Mr. Ramiro Samar* MR. RAMIRO SAMAR, Naga City People’s Council Representative *4/24/13*
  - Mr. Ramon O. Albeus* MR. RAMON O. ALBEUS, City Assessor
  - Dr. Vito Borja II* DR. VITO BORJA II, City Health Officer
  - Mr. Alexander M. Cayetano* MR. ALEXANDER M. CAYETANO, City Civil Registrar *4/24/13*
  - MS. TERESITA DEL CASTILLO, City Population Officer
  - Mr. Frank M. Mendoza* MR. FRANK M. MENDOZA, City Budget Officer
  - MR. OSCAR OROZCO, City Environment and Natural Resources Office
  - Engr. Leon V. Palmiano IV* ENGR. LEON V. PALMIANO IV, City Engineer *4/25/13*
  - MR. WILFREDO T. PRILLES, City Planning and Development Officer
  - Mr. Jaime M. Reblando* MR. JAIME M. REBLANDO, City Social Welfare and Development Officer
  - Ms. Helen T. Rosales* MS. HELEN T. ROSALES, City Treasurer
  - Ms. Pacencia S. Tabinas* MS. PACENCIA S. TABINAS, City Accountant
  - MR. HUBERTO I. URSUA, Acting Human Resource Management Officer *4/24/13*
  - Atty. Perfecto Bragais, Jr.* ATTY. PERFECTO BRAGAIS, JR., City Legal Officer



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## **Section 2. POWERS AND FUNCTIONS OF THE LOCAL GOVERNANCE TRANSITION TEAM**

The Team shall ensure a smooth local governance transition to the newly – elected or re-elected local officials on June 30, 2013. As such the Team shall:

1. Conduct an inventory of:
  - a. All real or immovable properties of the LGU such as land, buildings, infrastructure facilities and improvements and machineries; and
  - b. All movable properties of the LGU 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 2012 State of Local Governance Performance Report;
  - b. CY 2012 State of Local Development Report;
  - c. CY 2012 Financial Performance Report;
  - d. CY 2012 COA Report;
  - e. Contracts and Loan Agreements, if any;
  - f. Comprehensive Development Plan;
  - g. Local Development Investment Plan;
  - h. CY 2013 Annual investment Plan;
  - i. Comprehensive Land Use or Physical Framework Plan;
  - j. Capability Development Agenda;
  - k. Executive Legislative Agenda;
  - l. Organizational Structure;
  - m. Inventory of Personnel by Nature of Appointment;
  - n. Executive Orders; and
  - o. Full Disclosure Policy Documents
    - i. CY 2013 Annual Budget and Supplemental Budget;
    - ii. CY 2012 Statement of Debt Service;
    - iii. CY 2012 Statement of Receipts and Expenditures;
    - iv. CY 2013 Annual Procurement Plan or Procurement List;
    - v. CY 2012 Annual GAD Accomplishment Report ;
    - vi. Quarterly Statement of Cash Flow (1<sup>st</sup> Quarter)
    - vii. Items to Bid (1<sup>st</sup> Quarter)
    - viii. Bid Results on Civil Works, Goods and Services and Consulting Services (1<sup>st</sup> Quarter)



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- ix. Abstract of Bids as Calculated (1<sup>st</sup> Quarter)
  - x. CY 2013 Special Education Fund Income and Expenditure Estimates;
  - xi. Report on SEF Utilization (1<sup>st</sup> Quarter);
  - xii. Trust Fund (PDAF) Utilization (1<sup>st</sup> Quarter)
  - xiii. 20% component IRA Utilization (1<sup>st</sup> Quarter); and
  - xiv. Report of the Local Disaster Risk Reduction Management Fund Utilization (1<sup>st</sup> Quarter);
3. Turn-over of accountabilities using prescribed forms; and
  4. Organize a turn-over ceremony, to include a briefing on the State of Performance, State of Development, Financial Performance and Key Challenges to the incoming set of officials.

**Section 3.** This Executive order shall be effective immediately.

LET COPIES of this Executive Order be furnished all concerned for their information and guidance.

Issued this 22<sup>nd</sup> day of April, 2013 at Naga City, Philippines.

  
**JOHN G. BONGAT**  
City Mayor