



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
City of Naga



EXECUTIVE ORDER NO. 2016-005

RECONSTITUTING THE NAGA CITY TRANSITION MANAGEMENT TEAM:

WHEREAS, in view of the forthcoming national and local elections, and the importance of continuity in local governance, it is imperative to prepare for an effective turnover to the incoming officials on June 30, 2016;

WHEREAS, the incoming administration needs key information about the city government and its operations to translate, in partnership with stakeholders, its program of government into realistic plans, programs, and projects;

WHEREAS, the same information is needed by the incoming administrator for making timely and effective decisions upon assumption of office;

WHEREAS, there is a need to reconstitute a group that shall plan and implement initiatives pertinent to the above-stated point;

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

Section 1. Directive. In order to address the aforementioned points, the Naga City Transition Management Team is hereby reconstituted.

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

Chairperson : City Mayor
Vice Chairperson : To be selected from among the members

Members:

- All Department Heads
- Representative, DILG
- Representative, NGO or PO

Section 3. Tasks or Responsibilities. The team shall ensure a smooth local governance transition to the newly-elected or re-elected officials on June 30, 2016. As such, the Team shall:



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1. Conduct an inventory of all the local government unit's:
 - 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 2014 Governance Assessment Report;
 - b) CY 2015 COA Report;
 - c) Contracts and Loan Agreements, if any;
 - d) Comprehensive Development Plan;
 - e) Local Development Investment Plan;
 - f) CY 2016 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 Appointments;
 - l) Executive Orders; and
 - m) *Full Disclosure Policy Documents:*
 - i. CY 2016 Annual Budget;
 - ii. CY 2015 Statement of Debt Service;
 - iii. CY 2015 Statement of Receipts and Expenditures;
 - iv. CY 2016 Annual Procurement Plan;
 - v. CY 2015 Annual GAD Accomplishment Plan;
 - vi. Quarterly Statement of Cash Flow (1st Quarter, CY 2016);
 - vii. Bid Results on Civil Works, Goods and Services, and Consulting Services (1st Quarter, CY 2016);
 - viii. Report of Special Education Fund Utilization (1st Quarter, CY 2016);
 - ix. Trust Fund Utilization (1st Quarter, CY 2016);
 - x. Manpower Complement (1st Quarter, CY 2016);
 - xi. Unliquidated Cash Advances (1st Quarter, CY 2016);
 - xii. Supplemental Procurement Plan (1st Quarter, CY 2016);
 - xiii. 20% Component of the IRA Utilization (1st Quarter, CY 2016);
and
 - xiv. Report of Local Disaster Risk Reduction Management Fund Utilization (1st Quarter, CY 2016);



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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, 2016; 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, 2016, to their respective Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.

Section 4. Effectivity. This Executive Order shall take effect immediately.

Issued this 3rd day of March in the City of Naga.


JOHN G. BONGAT
City Mayor

Attested:


FLORENCIO T. MONGOSO, JR. CSEE
Department Head II and City Administrator