



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



**EXECUTIVE ORDER**

**CREATING THE NAGA CITY AUDIT AND TRANSITION TEAM (NCATT) IN CONNECTION WITH MAY 14, 2018 BARANGAY AND SANGGUNIANG KABATAAN ELECTION (BSKE):-**

**WHEREAS**, in relation to Republic Act 10952, also known as “An Act Postponing the October 2017 Barangay and Sangguniang Kabataan elections, Amending for the purpose Republic Act No. 9164, as Amended by Republic Act No. 9340, Republic Act No. 10632, Republic Act No. 10656, Republic Act No. 10923, and for other purposes”;

**WHEREAS**, Section 1 of the Act provides that the Synchronized Barangay and Sangguniang Kabataan Elections shall be held on 14 May 2018;

**WHEREAS**, the Department of Interior and Local Government (DILG) issued Memorandum Circular No. 2018 - 12 dated February 1, 2018, on the Conduct of Inventory and Turnover of all Barangay Properties, Financial Records, Documents (BPF RDs) and Money Accountabilities by all Incumbent Barangay Officials:

**WHEREAS**, the said Circular mandates all Local Chief Executives to convene the City / Municipal Audit and Transition Team (C/MATT) and discuss their respective duties and functions in the conduct of inventory and audit of BFRDPs and money accountabilities;

**WHEREAS**, the NCATT shall be created primarily for purposes of conducting an inventory and turnover of BPF RDs and money accountabilities; and ensuring an orderly and smooth transition of barangay governance to the newly elected or re-elected incoming barangay officials;

**NOW, THEREFORE, I, JOHN G. BONGAT**, Mayor of the City of Naga, by virtue of the power and authority vested in me by law, do hereby order the creation of the Naga City Audit and Transition Team (NCATT), with the following provisions:

**SECTION 1. COMPOSITION:** The NCATT shall be composed of the following:


Chair:	<b>MS. PACENCIA SJ. TABINAS</b>	City Accountant
Vice Chair:	<b>MR. ELMER L. PENOLIO</b>	DILG – City Director
Member:	<b>HON. TOMAS RAMON A. SANCHEZ</b>	Liga ng mga Barangay President
	<b>MS. VICTORIA D. MANAGO</b>	City Accounting Office
	<b>MS. CYNTHIA C. PEREZ</b>	City Accounting Office
	<b>MR. DANILO B. LUDOVIC</b>	Naga City People’s Council

**SECTION 2. ROLES AND RESPONSIBILITIES OF THE NCATT:** The Team shall undertake the following:


- a. Supervise the BIT in the conduct of inventory and turnover of BPFDRs and money accountabilities;
- b. Conduct audit, verification and checking of the actual physical count of BPFDRs as against the accomplished Inventory and Turnover Forms prepared and submitted by BIT not later than 15 June 2018;
- c. Ensure that BPFDRs and money accountabilities assigned or entrusted to by the concerned accountable barangay officials are completely listed and turned over before the conduct of Turnover Ceremony;
- d. Submit to the City Mayor, Office of the Ombudsman, COA and DILG the list, containing the names of accountable barangay officials, who failed to turnover BPFDRs and money accountabilities, if any; and
- e. Assist the City Mayor in ensuring a smooth and orderly transition, and the successful conduct of turnover ceremony to the newly elected / re-elected barangay officials.

**SECTION 3. EFFECTIVITY:** This Executive Order shall take effect immediately upon its approval.

Issued this 15<sup>th</sup> day of February, 2018 at the City of Naga, Philippines.

  
**JOHN G. BONGAT**  
City Mayor

Attested by:

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