



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



**EXECUTIVE ORDER NO. 2019-012**

**CREATING THE LOCAL GOVERNANCE TRANSITION TEAM, DESIGNATING ITS COMPOSITION, ITS DUTIES AND RESPONSIBILITIES FOR AN EFFECTIVE TURNOVER OF RESPONSIBILITY TO ENSURE CONTINUITY OF LOCAL GOVERNANCE IN THE CITY OF NAGA**

**WHEREAS**, per DILG MC no. 2019-39 dated March 31, 2019 mandating, among others, the City Mayors, to prepare for the turnover of responsibilities which will preclude any interruption in the public transactions and businesses of the Local Government Units;

**WHEREAS**, the DILG further mandates the formation of the Local Governance Transition Team to facilitate the smooth transfer of administration in view of the forthcoming 2019 midterm elections;

**NOW THEREFORE, I, JOHN G. BONGAT**, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby create and mobilize the Local Governance Transition Team, to wit:

**SECTION 1. COMPOSITION**

The Local Governance Transition Team shall be composed of the following:

<b>Chairperson:</b>	<b>John G. Bongat</b> <i>City Mayor</i>
<b>Vice-chairperson:</b>	To be elected among members by simple majority vote
<b>Members:</b>	<b>All Department Heads</b>  <b>Elmer I. Penolio</b> <i>DILG City Director</i>  <b>Danilo P. Ludovice</b> <i>Chairman, Naga City People's Council</i>

**SECTION 2. DUTIES AND RESPONSIBILITIES**

To ensure the smooth local governance to the newly-elected or re-elected local officials on June 30, 2019, the Local Governance Transition Team shall perform the following tasks and responsibilities:

- a. Conduct an inventory of the following LGU properties:

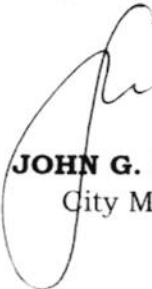
1. Immovable properties such as land, buildings, infrastructure facilities and its improvement and machineries made immovable; and
  2. Movable properties such as vehicles, office equipment, furniture, fixtures and office supply stocks, among others.
- b. Gather, secure and preserve all official documents and/or records of LGU official transactions such as, but not limited to, the following documents:
1. Governance Assessment Report (CY 2018);
  2. COA Report (CY 2018);
  3. Contracts and Loan Agreements;
  4. Comprehensive Development Plan;
  5. Local Development Investment Plan;
  6. Annual Investment Plan (CY 2019);
  7. Comprehensive Land Use or Physical Framework Plan;
  8. Capability Development Plan;
  9. Executive-Legislative Agenda;
  10. Organizational Structure;
  11. Inventory of Personnel by Nature of Appointment;
  12. Executive Orders; and
  13. The following full disclosure policy documents:
    - i. Annual Budget (CY 2019);
    - ii. Statement of Debt Service (CY 2018);
    - iii. Statement of Receipts and Expenditures (CY 2018);
    - iv. Annual Procurement Plan (CY 2019);
    - v. Annual GAD Accomplishment Report (CY 2018)
    - vi. Statement of Cash Flow (CY 2019, 1st Quarter)
    - vii. Bid Results on Civil Works, Goods and Services and Consulting Services (CY 2019, 1st Quarter);
    - viii. Report of Special Education Fund Utilization (CY 2019, 1st Quarter);
    - ix. Trust Fund Utilization (CY 2019, 1st Quarter);
    - x. Manpower Complement (CY 2019, 1st Quarter);
    - xi. Unliquidated Cash Advances (CY 2019, 1st Quarter);
    - xii. Supplemental Procurement Plan (CY 2019, 1st Quarter);
    - xiii. 20% Component of the IRA Utilization (CY 2019, 1st Quarter); and
    - xiv. Report of Local Disaster Risk Reduction Management Fund Utilization (CY 2019, 1st Quarter).
- c. Turnover accountabilities using the prescribed forms;
- d. Organize a turnover ceremony, to include a briefing on the Governance Assessment Report and key challenges to the incoming set of officials on June 30, 2019 for more seamless leadership and management transitions; and
- e. Ensure the accomplishment and timely submission of Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials to be submitted not

later than 08 July 2019 to respective Human Resource Management Office, Office of *Sanggunian* and DILG Field Office.

**SECTION 3. SUBMISSION OF COMPLIANCE REPORT.** The Local Governance Transition Team shall prepare the reports in two (2) sets, one as the copy to be turned over to the incoming City Mayor during the Turnover Ceremony and another as a file of the CPDO which will be made accessible to all departments or offices for research or reference purposes. These two (2) sets shall be submitted on or before June 7, 2019.

**SECTION 4. EFFECTIVITY.** - This Executive Order shall take effect immediately.

Issued this 4th day of April 2019 in the City of Naga, Philippines.



**JOHN G. BONGAT**  
City Mayor

Attested by:



**FLORENCIO T. MONGOSO, JR., CSEE**  
Acting City Administrator