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WHEREAS, the Department of the Interior and Local Government has mandated, thru Memorandum Circular No. 2022-029 dated March 11, 2022, the creation of Local Governance Transition Teams in all provinces, cities and municipalities;

WHEREAS, the Local Governance Transition Team is tasked to conduct an inventory of all city properties and gather and secure all important documents of the city government, among other duties;

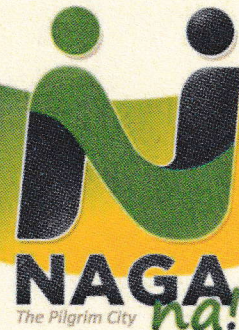
NOW, THEREFORE, I, NELSON S. LEGACION, Mayor of Naga City, by virtue of the powers vested in me by law, do hereby order the creation of the Naga City Local Governance Transition Team with the following composition and functions:

1. **Composition.** The Naga City Local Governance Transition Team shall be headed by the undersigned with the following as members:
 - a. All Heads of Departments and Offices
 - b. The DILG City Director
 - c. The Secretary of the Sangguniang Panlungsod
 - d. Representative from the Naga City Peoples Council as designated by them.
2. **Functions.** The Naga City Governance Transition Team shall have the following functions:
 - a. Conduct an inventory of all immovable and movable properties of the city government
 - b. Gather, secure, and preserve all official documents and records of the city government such as but not limited to:
 - i. 2021 Governance Assessment Report
 - ii. 2021 COA Report
 - iii. Contracts and Loan Agreements
 - iv. Comprehensive Development Plan
 - v. Local Development Investment Program
 - vi. 2022 Annual and Supplemental Investment Program
 - vii. Comprehensive Land Use Plan
 - viii. 2022 Annual and Supplemental Budgets
 - ix. Capacity Development Agenda
 - x. Executive-Legislative Agenda
 - xi. Organizational Structure and Staffing Pattern

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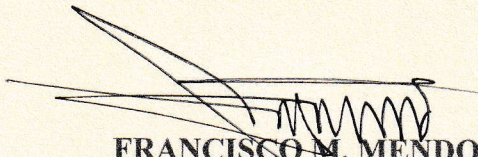


Republic of the Philippines
Office of the City Mayor
City of Naga, 4400



- xii. Inventory of Personnel by Nature of Appointment
 - xiii. Executive Orders, ordinances and resolutions
 - xiv. Gender and Development Plan
 - xv. Re-engineering Plan on LGU Systems and Procedures
 - xvi. Citizens Charter
 - xvii. Full Disclosure Policy documents
- c. Turnover accountabilities using the prescribed forms for incoming elected officials and update list of accountabilities for re-elected officials.
- d. Ensure the accomplishment of the Elective Local Official Personal Data Sheet by the incoming elected officials and their submission on or before July 11, 2022 to the Human Resource Management Office, Sangguniang Panlungsod and DILG City Director.
- e. Organize a turnover ceremony for incoming local officials, brief them on the Governance Assessment Report and key challenges, to be conducted on June 30, 2022.
3. **Effectivity.** This Executive Order shall take effect immediately.

Issued this 8th day of April Two Thousand Twenty-Two in Naga City, Philippines.


FRANCISCO M. MENDOZA
Acting City Administrator


NELSON S. LEGACION
City Mayor