



EXECUTIVE ORDER NO. 2023-038
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**CREATING THE NAGA CITY ASSESSMENT AND TRANSITION TEAM FOR
THE CONDUCT OF THE SYNCHRONIZED BARANGAY AND
SANGGUNIANG KABATAAN ELECTIONS**

WHEREAS, it is the declared policy of the State that all resources of the government must be managed, expended and utilized in accordance with law, rules and regulations, and be safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of the government;

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates that each head of department or office of a province, city, municipality or barangay shall be primarily accountable for all the government property assigned and issued to his department or office and shall be responsible in exercising due diligence in the utilization and safekeeping thereof;

WHEREAS, Republic Act No. 11935 mandates the conduct of the Synchronized Barangay and Sangguniang Kabataan Elections on October 30, 2023;

WHEREAS, the new set of elected Barangay and SK Officials shall commence at noon of November 16, 2023;

WHEREAS, Department of the Interior and Local Government issued DILG Memorandum Circulars, enjoining all local chief executives to ensure the smooth and orderly turn-over of responsibilities for the proper use and care of government funds and properties by the barangays and SKs;

WHEREAS, the DILG Memorandum Circulars also enjoin the local chief executives to create and organize City/Municipal Assessment and Transition Team (C/MATT);

WHEREAS, the C/MATT shall facilitate the assessment and conduct of inventory of all government properties under the custody of the outgoing Barangay and SK officials and shall ensure that the same are properly turned over to the incoming officers;

NOW THEREFORE, I, NELSON S. LEGACION, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:



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Office of the City Mayor
City of Naga, 4400



SECTION 1. NAGA CITY ASSESSMENT AND TRANSITION TEAM. The Naga City Assessment and Transition Team is hereby established, with the following composition:

Chairperson:	CITY ACCOUNTANT
Co-Chairperson:	DILG CLGOO
Vice Chairperson:	CITY TREASURER
Members:	

- City Assistant Treasurer
- City Budget Officer
- Local Youth Development Officer
- Representative, Naga City People's Council
- Representative, Metro Naga Chamber of Commerce and Industry
- Representative, Naga City People's Council
- Ma. Sheryn Louiella B. Bayrante, Local Youth Development Council Member
- Ellen Nicole Vergara, Local Youth Development Council Member

SECTION 2. DUTIES AND RESPONSIBILITIES. The Naga City Assessment and Transition Team has the following tasks:

- 1) Remind all Punong Barangays, SK Chairpersons and other accountable BSKOs to conduct initial and final inventory, prepare and submit the list of the government properties under their custody;
- 2) Supervise the BIT and SKIT in the conduct of inventory and turnover of their respective B/SK PFRDs and Money Accountabilities;
- 3) Plan and schedule the conduct of assessment and checking of B/SK Inventory of PFRDs and Money Accountabilities of the component barangays and SKs;
- 4) Conduct assessment, verification, and checking of the actual physical count of the PFRDs of the component barangays and SKs as against the accomplished Inventory and Turnover Forms prepared and submitted by BSKOs;
- 5) Ensure the completeness of BPFRD/SKPFDRDs and liquidation of all money accountabilities by the concerned accountable barangay officials before the conduct of the Turnover Ceremony;
- 6) Submit to the City Mayor a list containing the names of the accountable BSKOs who failed to turnover B/SK PFRDs and money accountabilities, if any; and,
- 7) Assist the City Mayor in ensuring the smooth and orderly transition and the successful conduct of the turnover ceremony by the outgoing BSKOs to the new set of BSKOs.



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SECTION 3. EFFECTIVITY. This Executive Order shall take effect immediately.

Issued this 29th day of September, Two Thousand Twenty-Three in the City of Naga, Philippines.

NELSON S. LEGACION
City Mayor

Attested by:

ELMER S. BALDEMORO
City Administrator