



Republic of the Philippines  
Province of Zamboanga del Sur  
**MUNICIPALITY OF BAYOG**  
**OFFICE OF THE MUNICIPAL MAYOR**

Office of the Municipal Mayor  
Municipality of Bayog  
**RELEASED**

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Date: 5-19-16

## EXECUTIVE ORDER NO. 16-097

### CREATION OF THE LOCAL GOVERNANCE TRANSITION TEAM

Whereas, Memorandum Circular No. 2013-33 dated April 18, 2013 issued by the Secretary of the Department of the Interior and Local Government, which mandates all Local Government Units to create the Local Governance Transition Team for the preparation and turn-over of public documents to the newly elected or re-elected officials on June 30, 2013:

Whereas, the Local Governance Transition Team will prepare and turn-over the public documents to the newly elected or re-elected Municipal Officials on June 30, 2016:

Now Therefore, by the power vested in me by law, I Leonardo L. Babasa, Jr., [Municipal of Bayog, Zamboanga del Sur, do hereby organize the Local Governance Transition Team:

SECTION I: COMPOSITION. The Local Governance Transition Team will be compose of the following, to wit:

Chairperson	- Hon. Leonardo L. Babasa, Jr., CPA	- Municipal Mayor
Vice-Chairperson	- Joemar L. Araneta, CPA	- Municipal Accountant
Members	- Melly G. Madamba, MPA	- Mun. Budget Officer
	- Miguela B. Arnoco	- Municipal Treasurer
	- Jeremias E. Florida, C.E.	- MPDC
	- Diosalde M. Lumasag, C.E.	- Municipal Engineer
	- Ramonito E. Matalines	- Secretary to the SB
	- Gloria D. Magtortol, RSW	- MSWDO
	- Gretchen A. Dubrico, M.D.	- MHO
	- Arsenio B. Cabilin	- MCR
	- Lito O. Babao, REA	- Municipal Assessor
	- Nora M. Paredes, RA	- Municipal Agriculturist
	- Mario A. Baterna	- MLGOO
	- Moises E. Rada	- COA Representative
	- Virgilio Q. Zamora, MPA, JESO	- Mun. Administrator
	- Abraham P. Capayas, MPA	- MGDH-LDRRMO
	- Elena A. Belza	- Admin Officer V (HRMO)
- Bernadine A. Gabawan, MPA	- Mun. Info/Tourism Officer	

SECTION 2: Duties and Responsibilities. The Local Governance Transition Team will perform the following responsibilities, to wit

1. Conduct an inventory of
  - a. All real or immovable properties of the LGU such as lands, buildings, infrastructure facilities and improvements and machineries; and
  - b. All movable properties of the LGU such as vehicles, office equipment, furnitureS and fixtures and supply stocks
2. Assemble all documents or records such as, but not limited to the following:
  - a. CY 2015 State of Local Governance Report;
  - b. CY 2015 State of Development Report;
  - c. CY 2015 Financial Performance Report;
  - d. CY 2015 COA Report;
  - e. Contracts and Loan Agreements, if any;
  - f. Comprehensive Development Plan

- g. Local Development Investment Plan
  - h. CY 2016 Investment Plan
  - i. Comprehensive Land Use or Physical Framework Plan
  - j. Capability Development Agenda
  - k. Executive Legislative-Agenda
  - l. Organizational Structure
  - m. Inventory of Personnel by nature of appointment;
  - n. Executive Orders; and
  - o. Full Disclosure Policy Orders
    - CY 2016 Annual Budget and Supplemental Budget
    - CY 2015 Statement of Debt Service
    - CY 2015 Statement of Receipts and Expenditures
    - CY 2016 Annual Procurement Plan or Procurement List
    - CY 2015 Annual GAD Accomplishment Report
    - Quarterly Statement of Cash Flow (1<sup>st</sup> Quarter)
    - Items to Bid (1<sup>st</sup> Quarter)
    - Bids Results on Civil Works, Goods and Services and Consulting Services (1<sup>st</sup> Quarter)
    - Abstract of Bids as Calculated (1<sup>st</sup> Quarter)
    - CY 2015 Special Education Fund Income and Expenditures Estimates
    - Report of SEF Utilization (1<sup>st</sup> Quarter)
    - Trust Fund (PDAF) Utilization (1<sup>st</sup> Quarter)
    - 20% Component of IRA Utilization (1<sup>st</sup> Quarter) and
    - Report of Local Disaster Risk Reduction Management Fund Utilization (1<sup>st</sup> Quarter)
3. Turn-over of accountabilities using prescribed forms; and
4. Organize a turn-over ceremony, to include a briefing of the State of Performance, State of Development, Financial Performance and Key Challenges to the incoming set of officials.

Let copies of this Executive Order be furnished all concerned Offices and Personnel.

Done this 19<sup>th</sup> day of May, 2016 at Bayog, Zamboanga del Sur.  
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 LEONARDO L. BABASA, JR., MBA, CPA  
 Municipal Mayor

BY THE MUNICIPAL MAYOR:

  
 VIRGILIO Q. ZAMORA, MPA, JESO  
 Mun. Administrator/Executive Assistant