



Republic of the Philippines
Province of Bulacan
City of Malolos

Office of the City Mayor

EXECUTIVE ORDER NO. 03, S. 2019

AN ORDER CREATING THE LOCAL GOVERNANCE TRANSITION TEAM IN THE CITY OF MALOLOS

WHEREAS, DILG Memorandum Circular No. 2019-39, dated March 13, 2019, issued by the Secretary of the Department of the Interior and Local Government (DILG), Secretary Eduardo M. Año, enjoining all Local Government Units (LGUs) in the country to create a Local Government Transition Team for an effective turnover to incoming officials on June 30, 2019 and ensure continuity in local governance.

NOW THEREFORE, I, **CHRISTIAN D. NATIVIDAD**, City Mayor of Malolos, Bulacan by virtue of the powers vested in me by law, do hereby create the City Local Governance Transition Team, to be constituted as follows:

A. COMPOSITION OF TEAM

Chairperson :	HON. CHRISTIAN D. NATIVIDAD	City Mayor
Vice Chairperson :	ATTY. RIZALDY L. MENDOZA	City Administrator
Members :		
	ATTY. CARLO JOLETTE S. FAJARDO	City Legal Officer
	LEILANI O. MACLANG	City Budget Officer
	MARCIANA D. JIMENEZ	City Accountant
	ANTHONY A. MENDOZA	City Treasurer
	DR. VICTOR ANTONINO R. BATANES	City Health Officer
	ENGR. EUGENE N. CRUZ	CPDO
	LEONORA R. RESOLIS	City Assessor
	JOCIELYN A. JAVIER	CCR
	LOLITA SP. SANTOS, RSW	CSWDO
	ENGR. RICASOL P. MILAN	City Engineer
	ESTRELLITA SP. MENDOZA	City Agriculturist
	MARK LESTER S. SANTOS	CHRMO
	RAVENAL S. RAMOS	CTECO
	ATTY. AIDA S. BERNARDINO	Licensing Officer IV

SAMA-SAMANG PAKIKILUS PARA SA
BAGONG MALOLOS

VICTORINO G. ALDABA, JR.
ENGR. REYNALDO S. GARCIA
MA. ROSALIE SP. CRUZ
DONNA MANANSALA
MARILYN BERNARDO
JOEL S. EUGENIO
ARMAND P. STA. ANA
ADELIO A. ASUNCION
DIGNA A. ENRIQUEZ
EDMAR M. ABELLA
CARLOS PACIFICO U. ANIAG

CEED Officer
CGS Officer
LLSO III-SP
Market Supervisor IV
SEMS, CMO-CENRD
ITO IV, CMO-CITD
STOO IV, CMO-Tourism
TOO IV, CMO-POSD
LGOO VI
Malolos Tourism Council
Malolos Business Club
(CMBC)

B. DUTIES AND RESPONSIBILITIES OF THE TEAM

The team shall ensure a smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2019, as such, the team shall:

1. Conduct an inventory of all Local Government Units (LGU) properties:
 - a) All real or immovable properties such as land, buildings, infrastructure facilities and improvements and machineries; and
 - b) All movable properties such as vehicles, office equipments, furniture, fixtures and supply stocks.
2. Gather, secure and preserve all official documents and/or records such as, but not limited to the following:
 - a) CY 2018 Governance Assessment Report;
 - b) CY 2018 COA Report;
 - c) Contracts and Loan Agreements if any;
 - d) Comprehensive Development Plan;
 - e) Local Development Investment Plan;
 - f) CY 2019 Annual Investment Plan;
 - g) Comprehensive Land Use or Physical Framework Plan;
 - h) Capability Development Agenda;
 - i) Executive-Legislative Agenda;
 - j) Organizational Structure;
 - k) Inventory of Personnel by Nature of Appointment;
 - l) Executive Order; and
 - m) Full Disclosure Policy Documents:
 - i. CY 2019 Annual Budget;
 - ii. CY 2018 Statement of Debt Service;
 - iii. CY 2018 Statement of Receipts and Expenditures;
 - iv. CY 2019 Annual Procurement Plan;
 - v. CY 2018 Annual GAD Accomplishment Report;
 - vi. Quarterly Statement of Cash Flow (1st Quarter, CY 2019);
 - vii. Bid Results on Civil Works, Goods and Services, and Consulting Services (1st Quarter of CY 2019);

- viii. Reports of Special Education Fund Utilization (1st Quarter, CY 2016);
- ix. Trust Fund Utilization (1st Quarter, CY 2019);
- x. Manpower Compliment (1st Quarter, CY 2019);
- xi. Unliquidated Cash Advances (1st Quarter, CY 2019);
- xii. Supplemental Procurement Plan (1st Quarter, CY 2019);
- xiii. 20% Component of the IRA Utilization (1st Quarter, CY 2019);
- xiv. Report of Local Disaster Risk Reduction Management Fund Utilization (1st Quarter, CY 2019)

3. Turn-over of accountabilities using prescribed forms;
4. Organize a turn-over ceremony, to include a briefing on the Governance Assessment Report and Key Challenges to the incoming set of officials on June 30, 2019; and
5. Ensure the accomplishment and submission of Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials, and submit the same not later than July 8, 2019 to their respective Human Resource Management Office, Office of Sanggunian, and DILG Field Office.

This Executive Order shall take effect immediately upon signing.

Done this 5th day of April 2019.


ATTY. CHRISTIAN D. NATIVIDAD
City Mayor