



Republic of the Philippines
Province of Benguet
Municipality of La Trinidad

ADMINISTRATIVE ORDER
NO. 018-2016

**AN ADMINISTRATIVE ORDER ORGANIZING THE LOCAL TRANSITION
TEAM OF THE MUNICIPALITY OF LA TRINIDAD, BENGUET**

WHEREAS, Section 375 (a) of the Local Government Code of 1991 provides that each head of department or office of a municipality shall be primarily accountable for all government property assigned or issued to his department or office;

WHEREAS, Section 375 (b) of the same law provides that the head of department or office primarily accountable for government property may require any person in possession of the property or having custody and control thereof under him to keep such records and make reports as may be necessary for his own information and protection;

WHEREAS, in view of the forthcoming national and local elections and in compliance with DILG Memorandum Circular No. 2016-21 dated Feb. 17, 2016, it is imperative to prepare for an effective turnover to the incoming officials on June 30, 2016 through the creation of a Local Transition Team;

NOW, THEREFORE, I, HON. EDNA C. TABANDA, by virtue of the powers vested upon me by law as the duly elected Municipal Mayor of La Trinidad, Benguet, do hereby organize the Local Transition Team of La Trinidad as follows:

Section 1: Composition of the Team: The Local Transition Team shall be composed of the following:

Chairperson: **HON. EDNA C. TABANDA, Municipal Mayor**
Vice-Chairperson: Ms. Imelda E. Grupo, Mun. Budget Officer
Members: Mr. Paul A. Cuyopan, Municipal Administrator
Ms. Wilma M. Lintan, Mun. Treasurer
Atty. Henson B. Golocan, Mun. Accountant
Atty. Jennifer C. Fianza, Mun. Legal Officer
Engr. Benedict P. Pineda, Mun. Engineer
Engr. Patrick B. Concepcion, Mun. Assessor
Engr. Vicente C. Perez, Jr., MPDC
Mr. Teddy C. Walang, Secretary to the Sanggunian
Ms. Irene M. Tagtag, Mun. Social Welfare & Dev't Ofcr.
Ms. Joan S. Bacoling, Mun. Local Civil Registrar
Dra. Editha M. Francisco, Mun. Health Officer
Ms. Felicitas D. Ticbaen, Mun. Agriculture Officer
Ms. Imelda M. Obidos, HRMO
Ms. Marleen M. Guerzon, MLGOO
PCI Radino S. Belly, Chief of Police
FSI Saturnino K. Labbag, Municipal Fire Marshall
SJO4 John Melecio, Municipal Jail Warden
Ms. Teresita Panagan, President, Kabanguetan Ladies

..... "Dugad Mo Shalosim"

Secretariat: Ms. Jeanira G. Okubo, Executive Assistant II
Ms. Victoria Gale A. Juanito, AO II
Ms. Brilyn M. Antero, AO I
Mr. Orlando B. Pacya, AO I

Section 2. Tasks or Responsibilities of the Transition Team – The team shall ensure a smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2016. As such, the Team shall:

1. Conduct an inventory of all local government units:
 - Real or immovable properties such as land, buildings, infrastructure facilities and improvements and machineries; and
 - Movable properties such as vehicles, office equipment, furniture, fixtures and supply stocks;
2. Assemble all documents or records such as, but not limited to the following:
 - CY 2014 Governance Assessment Report;
 - CY 2015 COA Report;
 - Contracts and Loan Agreements, if any;
 - Comprehensive Development Plan;
 - Local Development Investment Plan;
 - CY 2016 Annual Investment Plan;
 - Comprehensive Land Use or Physical Framework Plan;
 - Capability Development Agenda;
 - Executive-Legislative Agenda;
 - Organizational Structure;
 - Inventory of Personnel by Nature of Appointment;
 - Executive Orders; and
 - Full Disclosure Policy Documents:
 - CY 2016 Annual Budget;
 - Cy 2015 Statement of Debt Service;
 - CY 2015 Statement of Receipts and Expenditures;
 - CY 2016 Annual Procurement Plan;
 - CY 2015 Annual GAD Accomplishment Report;
 - Quarterly Statement of Cash Flow (1st Quarter, CY 2016);
 - Bid Results on Civil Works, Goods and Services, and Consulting Services (1st Quarter, CY 2016);
 - Report of Special Education Fund Utilization (1st Quarter, CY 2016);
 - Trust Fund Utilization (1st Quarter, CY 2016);
 - Manpower Complement (1st Quarter, CY 2016);
 - Unliquidated Cash Advances (1st Quarter, CY 2016);
 - Supplemental Procurement Plan (1st Quarter, CY 2016);
 - 20% Component of the IRA Utilization (1st Quarter, CY 2016); and
 - Report of Local Disaster Risk Reduction Management Fund Utilization (1st Quarter, CY 2016)
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, 2016; and

..... “Dugad Mo Shalosim”

Mailing Address: La Trinidad Municipal Hall
Km. 5, La Trinidad, Benguet 2601
Tel. Nos. (074)422-2601/ (074) 309-1001/ (074) 309-3248 (fax)

Email Address: mayorsoffice@latrinidad.gov.ph
mayorslt@yahoo.com
Website: www.latrinidad.gov.ph

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, 2016, to the Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.

Section 3. EFFECTIVITY. This Administrative Order shall take effect immediately and shall be valid until sooner revoked or amended.

Issued **6th day of April, 2016**, at La Trinidad, Benguet, Philippines.



EDNA C. TABANDA

Municipal Mayor

Copy furnished:

- All Department Heads
- The Sangguniang Bayan, LTB
- File

..... "Dugad Mo Shalosim"

Mailing Address: La Trinidad Municipal Hall
Km. 5, La Trinidad, Benguet 2601
Tel. Nos. (074)422-2601/ (074) 309-1001/ (074) 309-3248 (fax)

Email Address: mayorsoffice@latrinidad.gov.ph
mayorslt@yahoo.com
Website: www.latrinidad.gov.ph