



Republic of the Philippine
Province of Laguna
MUNICIPALITY OF LOS BAÑOS
Special Science and Nature City
OFFICE OF THE MAYOR

Municipal Building, National Highway, Los Baños, Laguna
(049) 530-2589 / 530-2818

EXECUTIVE ORDER NO. 087
Series of 2022

REORGANIZATION OF THE LOCAL GOVERNANCE TRANSITION TEAM

WHEREAS, Memorandum Circular No. 2022-29 dated March 10, 2022 issued by the Department of the Interior and Local Government (DILG) mandates the creation of a Local Governance Transition Team;

WHEREAS, in view of the forthcoming 2022 midterm elections, it is important to have continuity in local governance and therefore it is imperative for every LGU to prepare for an effective turn-over of responsibility to the incoming officials on June 30, 2022;

NOW, THEREFORE, I ANTONIO L. KALAW by virtue of the power vested in me as the Municipal Mayor of Los Baños, Province of Laguna, hereby organize the Local Governance Transition Team of the Municipality of Los Baños.

SECTION 1. COMPOSITION. The Local Governance Transition Team shall be composed of the following:

Chairperson	Hon. Antonio L. Kalaw	Municipal Mayor
Vice-Chairperson	Atty. Katrina D. Galang-Bacani	Municipal Administrator

Members

1. Mr. Ronell B. Alcachupas	Municipal Accountant
2. Engr. Oliver D. Manaig	Municipal Assessor
3. Ms. Genoveva B. Poyaoan	Municipal Budget Officer
4. Engr. Ricky R. Estopace	Municipal Engineer
5. Dr. Alvin A. Isidoro	Municipal Health Officer
6. Ms. Twila T. Torres	MPDC
7. Mr. Alexander L. Bejosano	Municipal Treasurer
8. Ms. Cheryll L. Gonzales	Municipal Agriculturist
9. Ms. Hanna Erika E. Lavina	MSWDO
10. Mr. Ambrosio P. Lapis	General Services Officer
11. Ms. Dona T. Alborida	Secretary to the Sangguniang Bayan
12. Ms. Jenette M. Palisoc	OIC-Municipal Civil Registry
13. Ms. Heidi R. Baculo	OIC-HRMO
14. Ms. Michiko R. Escalante	DILG-MLGOO
15. Mr. Victor M. Alforja	Los Baños Federation of Senior Citizens, Inc.

SECTION 2. TASKS AND RESPONSIBILITIES OF THE LOCAL GOVERNANCE TRANSITION TEAM To ensure safe keeping of LGU records and documents and the protection of LGU assets during the election period; and to ensure the smooth local governance transition to the newly-elected or re-elected local officials on 30 June 2022, the Team shall perform the following tasks and responsibilities:

1. Conduct an inventory of the following LGU properties:
 - i. Immovable properties such as land, permanent structures such as buildings, infrastructure facilities and its improvements, and machineries made immovable; and
 - ii. Movable properties such as vehicles, office equipment, furniture, fixtures, and office supply stocks, among others.

2. Gather, secure, and preserve all official documents and/or records of LGU official transactions, as applicable to the LGU, such as, but not limited to, the following documents:
 - i. Governance Assessment Report (CY 2021);
 - ii. COA Report (CY 2021);
 - iii. Contracts and Loan Agreements;
 - iv. Comprehensive Development Plan;
 - v. Provincial/Local Development Investment Program;
 - vi. Annual Investment Program (CY 2022);
 - vii. Comprehensive Land Use Plan;
 - viii. Provincial Development and Physical Framework Plan;
 - ix. Capacity Development Agenda or Program;
 - x. Executive-Legislative Agenda;
 - xi. Organizational Structure and Staffing Pattern;
 - xii. Inventory of Personnel by Nature of Appointment;
 - xiii. Executive Orders, Ordinances and Resolutions;
 - xiv. LGU Devolution Transition Plan;
 - xv. Reengineering Plan on LGU Systems and Procedures;
 - xvi. LGU Citizen's Charter
 - xvii. Public Service Continuity Plan;
 - xviii. Gender and Development (GAD Plan and Budget; and
 - xix. The following Full Disclosure Policy documents:
 - a. Annual Budget (CY 2022);
 - b. Statement of Indebtedness, Payments and Balances (CY 2021);
 - c. Statement of Receipts and Expenditures (CY 2021);
 - d. Annual Procurement Plan or Procurement List (CY 2022);
 - e. Annual GAD Accomplishment Report (CY 2021);
 - f. Statement of Cash Flow (CY 2022, 1st Quarter);
 - g. Bid Results on Civil Works, Goods and Services, and Consulting Services (CY 2022, 1st Quarter);
 - h. Report of Special Education Fund Utilization (CY 2022, 1st Quarter);
 - i. Trust Fund Utilization (CY 2022, 1st Quarter);
 - j. Human Resource Complement (CY 2022, 1st Quarter);
 - k. Unliquidated Cash Advances (CY 2022, 1st Quarter);
 - l. Supplemental Procurement Plan (CY 2021);
 - m. 20% Component of the IRA Utilization (CY 2022, 1st Quarter); and
 - n. Local Disaster Risk Reduction and Management Fund Utilization (CY 2022, 1st Quarter)

3. Turnover accountabilities using the prescribed forms, in case of a new set of incoming elected local officials; and update list of accountabilities, in case of re-elected officials;

4. Organize a turnover ceremony for the incoming local officials, to include a briefing on the Governance Assessment Report and key challenges, to be conducted on 30 June 2022 and,

5. Ensure the accomplishment of the Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials, to be submitted not later than 11 July 2022 to their Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.

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

Done this 28th day of March 2022 in the Los Banos, Laguna


HON. ANTONIO L. KALAW
Municipal Mayor