



Republic of the Philippines
 Province of Bohol
MUNICIPALITY OF JAGNA
 Jagna, Bohol



By the Municipal Mayor

Executive Order No. 7, s. 2013

CONSTITUTION OF THE MUNICIPAL GOVERNANCE TRANSITION TEAM OF THE MUNICIPALITY OF JAGNA, PROVINCE OF BOHOL

WHEREAS, Section 375 (a) of Republic Act Numbered 7160, otherwise known as 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 office;

WHEREAS, Section 375 (b) of said law states that the head of department or office primarily accountable for government property may 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, the newly-elected and re-elected officials of the municipality will sit into office this coming July 1, 2013;

WHEREAS, DILG Memorandum Circular No. 2013-33, dated April 18, 2013, enjoined all municipal mayors to create a Local Governance Transition Team to ensure the continuity in local governance and for the effective turnover to the incoming officials;

NOW THEREFORE, I, FORTUNATO R. ABRENILLA, Municipal Mayor of Jagna, Bohol, by virtue of the power and authority vested in me by law, do hereby order:

Section 1. *Constitution* –The constitution of the Municipal Governance Transition Team of the Municipality of Jagna, Bohol.

Section 2. *Composition* –The Municipal Governance Transition Team shall be composed of the following:

- | | | | |
|-------------------|------------------------------|---|---------------------------|
| Chairperson: | Hon. Fortunato R. Abrenilla | - | Municipal Mayor |
| Vice Chairperson: | Mr. Raymond F. Cuadra | - | Municipal Treasurer |
| Members: | Mrs. Brigida B. Aceron | - | Municipal Budget Officer |
| | Mrs. Zenaida A. Galorio | - | Municipal Accountant |
| | Mrs. Marcionila E.Reyes | - | Social Welfare Officer |
| | Engr. Gerry V. Araneta | - | MPDC |
| | Engr. Josefina S. Rañoa | - | Municipal Engineer |
| | Dr. Arnold Dasio M. Cagulada | - | Municipal Health Officer |
| | Mrs. Ma. Esterlina G. Ando | - | Municipal Assessor |
| | Mr. Lovella E. Acebes | - | Municipal Civil Registrar |
| | Mr. Camilo A. Rizano | - | Municipal Agriculturist |
| | Mrs. Efrena Buenafe | - | HRMO |
| | Mrs. Alegria E. Lapura | - | Rep., COA |
| | Mr. Clyde B. Ebojo | - | Rep., DILG |
| | Ms. Bernadette S. Sajulan | - | Rep., Business Sector |

Section 3. *Roles and Responsibilities of the Municipal Governance Transition Team* – The Team shall ensure a smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2013. As such, the Team:

- 1) Conduct an inventory of all local government:
 - a) Real or immovable properties such as lands, buildings, infrastructure facilities and improvements and machineries; and

- b) 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:
 - a) *CY 2012 State of Local Governance Performance Report;*
 - b) *CY 2012 State of Local Development Report;*
 - c) *CY 2012 Financial Performance Report;*
 - d) *CY 2012 COA Report;*
 - e) *Contracts and Loan Agreements, if any;*
 - f) *Comprehensive Development Plan;*
 - g) *Local Development Plan;*
 - h) *CY 2013 Annual Investment Plan;*
 - i) *Comprehensive Land Use or Physical Framework Plan;*
 - j) *Capability Development Agenda;*
 - k) *Executive Legislative Agenda;*
 - l) *Organizational Structure;*
 - m) *Inventory of Personal by Nature of Appointment;*
 - n) *Executive Orders; and*
 - o) *Full Disclosure Policy Documents:*
 - i. *CY 2013 Annual Budget, and Supplemental Budget;*
 - ii. *CY 2012 Statement of Debt Service;*
 - iii. *CY 2012 Statement of Receipts and Expenditures;*
 - iv. *CY 2013 Annual Procurement Plan or Procurement List;*
 - v. *CY 2012 Annual GAD Accomplishment Report*
 - vi. *Quarterly Statement of Cash Flow (1st Quarter);*
 - vii. *Items to Bid (1st Quarter);*
 - viii. *Bid Results on Civil Works, Goods and Services, and Consulting Services (1st Quarter);*
 - ix. *Abstract of Bids as Calculated (1st Quarter);*
 - x. *CY 2013 Special Education Fund Income and Expenditure Estimates;*
 - xi. *Report of SEF Utilization (1st Quarter);*
 - xii. *Trust Fund (PDAF) Utilization (1st Quarter);*
 - xiii. *20% Component of the IRA Utilization (1st Quarter); and*
 - xiv. *Report of Local Disaster Risk Reduction Management Fund Utilization (1st Quarter);*
- 3) Turn-over of accountabilities using prescribed forms; and
- 4) Organize a turn-over ceremony, to include a briefing on the State of Performance, State of Development, Financial Performance and Key Challenges to the incoming set of officials.

Section 4. *Separability Clause* –Any provision of this Executive Order declared illegal shall not nullify the other provisions hereof provided that the remaining provisions can be given force and effect to accomplish the objectives of this Executive Order.

Section 5. *Effectivity*. This Executive Order shall take effect upon its signing.

Done this in the Municipality of Jagna, Province of Bohol, Philippines, this 7th day of June, 2013.


ATTY. FORTUNATO R. ABRENILLA
 Municipal Mayor