



Republic of the Philippines  
Province of Davao del Sur  
Municipality of Hagonoy  
**OFFICE OF THE MAYOR**

EXECUTIVE ORDER NO. 17  
Series of 2022

**“AN ORDER CREATING THE MUNICIPAL LOCAL GOVERNANCE TRANSITION  
TEAM OF THE MUNICIPALITY OF HAGONUY, DAVAO DEL SUR”**

**WHEREAS**, in the forthcoming 2022 National and Local Elections, it is mandatory to prepare for the effective turnover of responsibilities to ensure continuity in local governance.

**WHEREAS**, in response to the Memorandum Order No. 2022-029 dated March 10, 2022 issued by the Department of Interior and Local Government, it is deemed proper to create a Local Governance Transition Team of the Municipality of Hagonoy.

**NOW THEREFORE**, I **FRANCO MAGNO CALIDA**, by the virtue of the powers vested in me by law as Municipal Mayor of Hagonoy, do hereby order the creation of the **Municipal Local Governance Transition Team** with the following composition, the duties and responsibilities:

Section I. **COMPOSITION:**

Chairman:	FRANCO MAGNO CALIDA-	Municipal Mayor
Vice Chairman:	ELVIRA B. ESPINA	- MGDH (Mun. Budget Officer)
Members:	CHERRYL B. PARABA	- MGDH (Mun. Accountant)
	PUREZA S. CABARDO	- MGDH (Mun. Civil Registrar)
	MELCHORA A. YAMOMO-	MGDH (Mun. Assessor)
	NOEL D. ALEGRE	- MGDH (Municipal Engineer)
	DENNIS S. LASAT, III	- ICO-MPDC
	AGNES C. LABADAN	- AO IV/HRMO Designate
	HERMOSO M. EDULLANTES	OIC-Municipal Agriculturist
	MARILYN F. BLANCAFLOR	OIC- MSWDO
	RUTH J. DIEZ	MGDH- (Mun. Treasurer)
	ROMEO P. GAMALONG	MGDH-(Mun. Health Officer)
JOEMAR P. ALALONG	OIC-GSU	
AUGUSTUS CEASAR GALARAGA-	OIC-LDRRMO	
ERICSON S. REZANE	-MGDH(Secretary to the Sanggunian)	

ARTHUR E. NECESITO  
MA. ALMA MARAVILLAS

MLGOO  
-CSO Representative

## Section 2. **DUTIES AND RESPONSIBILITIES:**

To ensure safekeeping of LGU records and documents and the protection of LGU Assets during election period; and to ensure the smooth Local Governance Transition to the newly-elected or re-elected local officials on June 30, 2022, the Team shall perform the following tasks and responsibilities;

1. Conduct an inventory of the following LGU properties:
  - a. Immovable properties such as land, permanent structures such as buildings, infrastructure facilities and its improvements, and machineries made immovable: and
  - b. 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:
  - a. Governance Assessment Report (2021)
  - b. COA Report (2021)
  - c. Contracts and Loan Agreements
  - d. Comprehensive Development Plan
  - e. Local Development Investment Program
  - f. Annual Investment Program (CY 2022)
  - g. Comprehensive Land Use Plan;
  - h. Municipal Development and Physical Framework Plan
  - i. Capacity Development Agenda or Program
  - j. Organizational Structure and Staffing Pattern
  - k. Inventory of Personnel by Nature of Appointment
  - l. Executive Orders, Ordinances and Resolutions
  - m. LGU Devolution Transition Plan
  - n. Reengineering Plan on LGU Systems and Procedures;
  - o. LGU Citizen's Charter
  - p. Public Service Continuity Plan
  - q. Gender and Development (GAD) Plan and Budget; and
  - r. The following Full Disclosure Policy Documents:
    1. Annual Budget (2022)
    2. Statement of Indebtedness, Payments and Balances (CY 2021)
    3. Statement of Receipts and Expenditures (CY 2021)
    4. Annual Procurement Plan or Procurement List (CY 2022)

5. Annual GAD Accomplishment Report (CY 2021)
6. Statement of Cash Flow (CY 2022 1<sup>st</sup> Qtr)
7. Bid Results on Civil Works, Goods and Services,  
  
And Consulting Services (CY 2022 1<sup>st</sup> Quarter)
8. Report of Special Education Fund Utilization (CY 2022, 1<sup>st</sup> Quarter)
9. Trust Fund Utilization (CY 2022 1<sup>st</sup> Qtr.)
10. Human Resource Complement (CY 2022 1<sup>st</sup> Qtr)
11. Unliquidated Cash Advances (CY 2022 1<sup>st</sup> Qtr)
12. Supplemental Procurement Plan (CY 2021)
13. 20% Component of the IRA Utilization (CY 2022 1<sup>st</sup> Qtr)
14. Local Disaster Risk Reduction and Management Fund Utilization (CY 2022 1<sup>st</sup> Qtr.)

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 of the incoming local officials, to include a briefing on the Governance Assessment Report and key challenges, to be conducted on the 30<sup>th</sup> of 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 July 2022 to the Human Resource Management Office, Office of the Sanggunian and DILG Field Office.

This Order shall take effect immediately.

Done this 17<sup>th</sup> of March 2022 at Hagonoy, Davao del Sur.

  
**FRANCO MAGNO CALIDA**  
Municipal Mayor 