



Republic of the Philippines  
 City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



**EXECUTIVE ORDER No. 1**  
 Series of 2018

**PROVIDING FOR THE CREATION OF THE MUNTINLUPA CITY AUDIT AND TRANSITION TEAM IN CONNECTION WITH THE BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS OF 2018, ITS COMPOSITION AND FUNCTIONS**

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**WHEREAS**, Section 1 of Republic Act No. 10952, also known as "An Act Postponing the October 2017 Barangay and Sangguniang Kabataan (SK) Elections, Amending for the Purpose Republic Act No. 9164, as Amended by Republic Act No. 9340, Republic Act No. 10632, Republic Act No. 10656, and Republic Act No. 10923, and for Other Purposes," provides that the Synchronized Barangay and Sangguniang Kabataan Elections shall be held on 14 May 2018;

**WHEREAS**, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2018-12, dated 01 February 2018, regarding the Conduct of Inventory and Turnover of all Barangay Properties, Financial Records, Documents (BPFRDs, *for brevity*) and Money Accountabilities by all incumbent Barangay Officials;

**WHEREAS**, the same memorandum circular mandates all City Mayors to create their respective City Audit and Transition Team, through an Executive Order and submit the same to the concerned City Director;

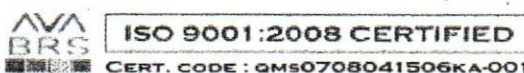
**WHEREAS**, the City Audit and Transition Team shall ensure the smooth and systematic transition from the outgoing barangay officials to the incoming newly elected barangay officials;

**NOW, THEREFORE, I, ATTY. JAIME R. FRESNEDI**, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

**Section 1. Creation and Composition.**

The Muntinlupa City Audit and Transition Team (MCATT, *for brevity*) is hereby created. It shall be composed of the following:

- a. **Melania M. Casanova**,  
 Officer in Charge, City Accounting Office : Chairperson;





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| b. | Bernadette G. Ferino,<br>DILG Muntinlupa City Director | : | Member; |
| c. | Cristina G. Andres,<br>Head, General Services Office   | : | Member; |
| d. | Chito C. Valerio,<br>Head, Records Management Office   | : | Member; |
| e. | Monserrat T. Templonuevo,<br>City Accounting Office    | : | Member; |
| f. | Evangeline P. Monsalve,<br>City Accounting Office      | : | Member. |

**Section 2. Functions of the MCATT.**

The MCATT shall perform the following functions, namely:

- a. Supervise the Barangay Inventory Team (BIT) in the conduct of inventory and turnover of Barangay Properties, Financial Records and Documents (BPFDR) and money accountabilities;
- b. Conduct audit verification and checking of the actual physical count of BPFDRs as against the accomplished Inventory and Turnover Forms prepared and submitted by the BIT not later than 17 June 2018, Monday;
- c. Ensure that BPFDRs and money accountabilities assigned or entrusted by the concerned accountable barangay officials are diligently listed and turned over before the conduct of the Turnover Ceremony;
- d. Submit to the City Mayor, Office of the Ombudsman, Commission on Audit (COA) and the Department of the Interior and Local Government (DILG) the list containing the names of the accountable barangay officials who failed to turn over the BPFDRs and money accountabilities, if applicable; and
- e. Assist the City Mayor in ensuring a smooth and orderly transition and the successful conduct of the turnover ceremony to the newly elected or re-elected, as the case may be, barangay officials.

**Section 3. Meetings.**

The MCATT shall meet at least once a month from hereon until the conduct and resolution of the Barangay and Sangguniang Kabataan Elections of 2018. A special meeting may be called in the interest of responding immediately to urgent concerns.



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CERT. CODE : QMS0708041506KA-001

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**Section 4. Secretariat.**

The Chairperson shall assign from staff members of the City Accounting Office who shall perform the work of the Secretariat, including the sending of notices of meetings, the writing, recording and dissemination of minutes of the meeting, and writing, sending and recording of correspondence.


**Section 5. Separability Clause.**

Any provision herein found legally infirm or incompatible with any law, regulation, directive or order shall be deemed inoperative, while the remaining untouched provisions shall remain in full force and effect.

**Section 6. Effectivity Clause.**

This Executive Order shall take effect immediately, until revoked, rescinded, amended or superseded accordingly.

**DONE AND EXECUTED** on this **14<sup>th</sup>** day of February 2018 in the City of Muntinlupa.

  
**JAIME R. FRESNEDI**  
City Mayor



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