



REPUBLIKA NG PILIPINAS
PAMAHALAANG LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

EXECUTIVE ORDER NO. 06
Series of 2016

PROVIDING FOR THE CREATION OF THE LOCAL GOVERNANCE TRANSITION TEAM OF THE CITY OF MUNTINLUPA, ITS COMPOSITION AND FUNCTIONS

WHEREAS, Memorandum Circular No. 2016-21 issued by the Department of the Interior and Local Government mandates the creation of a Local Governance Transition Team in preparation for an effective turnover of governance to the incoming local government officials to be elected in the forthcoming 2016 local elections;

WHEREAS, it is within the powers and duties of the City Mayor to "Issue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances" (Section 455 (b) (2) (iii), Local Government Code of 1991);

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.

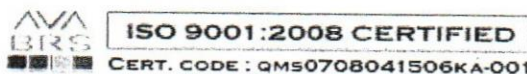
The Local Governance Transition Team ("LGTT") of the City Government of Muntinlupa is hereby created and shall be composed of the following:

- | | | | |
|----|---|---|----------------|
| 1. | Atty. JAIME R. FRESNEDI | : | Chairman; |
| 2. | Engr. ALLAN A. CACHUELA | : | Vice-Chairman; |
| 3. | All Department Heads | : | Members; |
| 4. | Ms. Bernadette G. Ferino (DILG representative) | : | Member; |
| 5. | Saklolo at Gabay ng Ina at Pamilya ("SAGIP") representative | : | Member; |
| 6. | Elvie Sanchez-Quiazon of the Philippine Chamber of Commerce and Industry-Muntinlupa Chapter | : | Member. |

Section 2. Functions.

The LGTT shall have the following duties and functions:

1. Conduct inventory of:
 - a. Real properties such as land, building, infrastructure, facilities and improvements and machineries owned by the City Government; and



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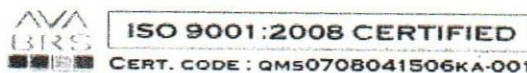


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- b. Personal properties such as vehicle, office equipment, furniture, fixtures and supply tools owned by the City Government.
2. Collate documents and records such as, but not limited, to the following:
- a. CY 2014 Governance Assessment Report;
 - b. CY 2015 COA Report;
 - c. Contracts and Loan Agreements, if any;
 - d. Comprehensive Development Plan;
 - e. Local Development Investment Plan;
 - f. CY 2016 Annual Investment Plan;
 - g. Comprehensive Land Use or Physical Framework Plan;
 - h. Capability Development Agenda;
 - i. Executive-Legislative Agenda;
 - j. Organizational Structure;
 - k. Inventory of Personnel by Nature of Appointment;
 - l. Executive Orders; and
 - m. Full Disclosure Policy Documents:
 - i. CY 2016 Annual Budget;
 - ii. CY 2015 Statement of Debt Services;
 - iii. CY 2015 Statement of Receipts and Expenditures;
 - iv. Cy 2016 Annual Procurement Plan;
 - v. CY 2015 Annual Gender and Development (GAD) Accomplishment Report;
 - vi. Quarterly Statement of Cash Flow (1st Quarter, CY 2016);
 - vii. Bid Results on Civil Works, Goods and Consulting Services (1st Quarter, 2016);
 - viii. Report of Special Education Fund Utilization (1st Quarter, CY 2016);
 - ix. Trust Fund Utilization (1st Quarter, CY 2016);
 - x. Manpower Complement (1st Quarter, CY 2016);
 - xi. Unliquidated Cash Advances (1st Quarter, CY 2016);
 - xii. Supplemental Procurement Plan (1st Quarter, CY 2016);
 - xiii. 20% Component of IRA Utilization (1st Quarter, CY 2016);
 - xiv. Report on Local DRRM Fund Utilization (1st Quarter, CY 2016).
3. Turn over accountabilities in prescribed forms.
4. Organize a turn-over ceremony including a briefing on the Governance Assessment Report and Key Challenges to the incoming set of officials on June 30, 2016; and



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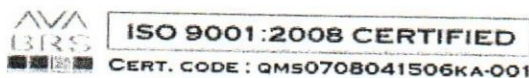
5. Ensure the accomplishment and submission of Elective Local Official Personnel Data Sheets (ELOPDS) by the incoming officials and submit the same not later than July 08, 2016 to their respective Human Resources Management Office, Office of the Sanggunian and DILG Field Office.

Section 3. Effectivity.

This order shall take effect immediately and shall be in force until revoked, rescinded, amended or superseded.

DONE AND EXECUTED on this 29th of MARCH 2016 in the City of Muntinlupa.

Atty. JAIME R. FRESNEDI
GMS City Mayor *ofs*



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