



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA  
Tanggapan ng Punonglungsod

**EXECUTIVE ORDER No. 41**  
Series of 2023

**PROVIDING FOR THE CREATION OF  
THE CITY ASSESSMENT AND TURNOVER TEAM OF MUNTINLUPA  
IN CONNECTION WITH  
THE BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS ON 30 OCTOBER 2023,  
ITS COMPOSITION AND FUNCTIONS**

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**WHEREAS**, Republic Act No. 11935, entitled *An Act Postponing the December 2022 Barangay and Sangguniang Kabataan Elections, Amending for the Purpose Republic Act No. 9164*, enacted on 10 October 2022 by President Ferdinand R. Marcos, Jr., provides that the Synchronized Barangay and Sangguniang Kabataan Elections shall be held on 30 October 2023;

**WHEREAS**, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2023-047, dated 27 March 2023, which provides for the Conduct of Inventory and Turnover of Barangay and Sangguniang Kabataan Properties, Financial Records, Documents, and Money Accountabilities by incumbent officials of all Barangays and Sangguniang Kabataan;

**WHEREAS**, the same Memorandum Circular requires all City Mayors to create their respective City Assessment and Turnover Teams (CATT), through the issuance of an Executive Order, which shall henceforth be submitted to the concerned DILG Field Officer;

**WHEREAS**, the CATT shall ensure the inventory and turnover of all items mentioned in the second paragraph to the incoming officials of the Barangay and Sangguniang Kabataan;

**NOW, THEREFORE, I, Rozzano Rufino B. Biazon, 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 City Assessment and Turnover Team of Muntinlupa (CATTM, for brevity) is hereby created, and it shall be composed of the following individuals, with their respective designations, namely:





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|-----|---|-------------------|
| (a) | Melania M. Casanova,<br>City Accounting Department  | Chairperson;      |
| (b) | Gloria C. Aguhar, CESO V,<br>DILG Muntinlupa Field Operations Office  | Co-Chairperson;   |
| (c) | Erwin P. Vibora,<br>Office of the City Treasurer  | Vice Chairperson; |
| (d) | Necito M. Guico,<br>City Budget and Management Department   | Member;           |
| (e) | Cynthia B. Viacrusis,<br>Youth Affairs and Sports Development Office  | Member;           |
| (f) | Maricel G. Labra,<br>Assets Management Office   | Member;           |
| (g) | Noel P. Tacorda, DMD,<br>Association of Anti-Drug Coalition of the Philippines, Inc.,<br>Representative, Civil Society Organization | Member;           |
| (h) | Bishop Loreto J. Colcol,<br>Jesus the Lord of Harvest and Victory Church,<br>Representative, Civil Society Organization             | Member;           |
| (i) | Melvin G. Montelibano,<br>Muntinlupa Development Foundation,<br>Representative, Civil Society Organization                          | Member;           |
| (j) | Reichmond Legaspi Bantilan,<br>Local Youth Development Council,<br>Philippine Chamber of Commerce and Industry                      | Member;           |
| (k) | Vincent Lorenzo Naval,<br>Local Youth Development Council,<br>Rotary Club of Muntinlupa   | Member.           |

Membership in the CATTM, among public officers, is a function of the offices they respectively occupy. As such, the resignation, removal, retirement, termination, transfer, severe incapacity, grave illness, death, or any other similarly-situated circumstance of the member shall entitle the successor to assume membership without the need for the issuance of another order.

For members from the private sector, the successor shall be named by the City Mayor from a list of names to be drawn and submitted care of the DILG Field Operations Office, Muntinlupa.







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Section 2. Functions.

The CATTM shall perform the following functions, namely:

- (a) Require the Punong Barangay, the Sangguniang Kabataan Chairperson, and other accountable officials to perform the initial and final inventory indicated in the Whereas Clauses, prepare the Inventory and Turnover Forms, and consequently submit to the CATTM;
- (b) Supervise the Barangay Inventory Team (BIT) and the Sangguniang Kabataan Inventory Team (SKIT) in the conduct of inventory and turnover of their respective Properties, Financial Records, Documents (PFRDs, for brevity), and Money Accountabilities;
- (c) Plan and schedule the conduct of the assessment and checking of the Barangay and Sangguniang Kabataan PFRDs;
- (d) Conduct the assessment, verification, and checking of the actual physical count of the Barangay and Sangguniang Kabataan against the accomplished Inventory and Turnover Forms mentioned in sub-section 2 (a);
- (e) Ensure the completeness of the Barangay and Sangguniang Kabataan PFRDs and the liquidation of all Money Accountabilities by the concerned responsible official, before the conduct of the Turnover Ceremony;
- (f) Submit to the City Mayor a list wherein all the names of accountable officials of the Barangay and Sangguniang Kabataan who have failed to accomplish the inventory and turnover of the Barangay and Sangguniang Kabataan PFRDs and Money Accountabilities;
- (g) Assist the City Mayor in ensuring the smooth and orderly transition of power from the outgoing set of Barangay and Sangguniang Kabataan Officials to the incoming ones and the successful conduct of the Turnover Ceremony;
- (h) Perform such other functions as may be necessary to accomplish the foregoing, or as may be directed by competent authority.

Section 3. Sub-Teams.

In order for the CATTM to effectively perform their functions, the following sub-teams are hereby created, and they shall be composed of the following individuals, namely:

3.1 Sub-Team Barangay Level.





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- |     |  |                   |
|-----|--|-------------------|
| (a) | Melania M. Casanova,<br>City Accounting Department                                   | Chairperson;      |
| (b) | Gloria C. Aguhar, CESO V,<br>DILG Muntinlupa Field Operations Office                 | Co-Chairperson;   |
| (c) | Erwin P. Vibora,<br>Office of the City Treasurer                                     | Vice Chairperson; |
| (d) | Necito M. Guico,<br>City Budget and Management Department                            | Member;           |
| (e) | Marical G. Labra,<br>Assets Management Office  | Member;           |
| (f) | Bishop Loreto J. Colcol,<br>Jesus the Lord of Harvest and Victory Church             | Member;           |
| (g) | Noel P. Tacorda, DMD,<br>Association of Anti-Drug Coalition of the Philippines, Inc. | Member.           |

The Sub-Team Barangay Level shall conduct the assessment, verification, and checking of the Barangay PFRDs.

3.2 Sub-Team Sangguniang Kabataan Level.

- |     |  |              |
|-----|--|--------------|
| (a) | Cynthia B. Viacrusis,<br>Youth Affairs and Sports Development Office | Chairperson; |
| (b) | Amelia A. Devaras,<br>City Accounting Department                     | Member;      |
| (c) | Bernadette G. Ferino,<br>DILG Muntinlupa Field Operations Office     | Member;      |
| (d) | Melvin G. Montelibano,<br>Muntinlupa Development Foundation          | Member;      |
| (e) | Reichmond Legaspi Bantilan,<br>Local Youth Development Council       | Member; and  |
| (f) | Vincent Lorenzo Naval,<br>Local Youth Development Council            | Member.      |

The Sub-Team Sangguniang Kabataan shall conduct the assessment, verification, and checking of the Sangguniang Kabataan PFRDs.







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Section 4. Secretariat.

Staff members of the departments and offices from where members of the CATTM come shall serve as alternates and perform the functions of the Secretariat.

The Secretariat shall be composed of the following individuals, namely:

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|-----|---|-------------|
| (a) | Amelia A. Devaras,<br>City Accounting Department                          | Head;       |
| (b) | Ma. Prima R. Naim,<br>City Accounting Department                          | Member;     |
| (c) | Shara S. Pacificar,<br>City Accounting Department                         | Member;     |
| (d) | Bernadette G. Ferino,<br>DILG Muntinlupa Field Operations Office          | Member;     |
| (e) | James Christopher F. Fadrilan,<br>DILG Muntinlupa Field Operations Office | Member;     |
| (f) | Elizabeth H. Señor,<br>Office of the City Treasurer                       | Member;     |
| (g) | Mary Anne L. Calanao,<br>City Budget and Management Department            | Member;     |
| (h) | Camille Nieva Atanante,<br>Local Youth Development Office                 | Member; and |
| (i) | Jinky M. Labarda,<br>Assets Management Office                             | Member.     |

Section 5. Functions of the Secretariat.

The Secretariat shall perform the following functions, namely:

- Preparation and dissemination of Notices of Meeting;
- Preparation of the logistical requirements of meetings;
- Writing, dissemination and recording of Minutes of Meeting;
- Preparation, sending and recording of correspondences; and
- Handling of administrative matters.





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Section 6. Repealing Clause.

In case any previously issued order runs counter to provisions found herein, the same shall be deemed repealed, revoked, or amended accordingly.


Section 7. Separability Clause.

In the event any provision found herein is judicially decided illegal or administratively declared infirm, untouched provisions shall remain in full force and effect.

Section 8. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing, and it shall be in full force and effect until repealed, revoked, or amended accordingly.

**DONE AND EXECUTED** on this tenth day of August 2023 in the City of Muntinlupa.

  
**ROZZANO RUFINO B. BIAZON**  
City Mayor *RJS*

