



**Republic of the Philippines**  
**PROVINCE OF NUEVA ECILJA**  
**Municipality of Gabaldon**  
**-00000-**  
**OFFICE OF THE MUNICIPAL MAYOR**  
**gabnecija\_50@yahoo.com**

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**EXECUTIVE ORDER NO. 07s. 2013**  
**CREATION OF THE LOCAL GOVERNANCE TRANSITION TEAM**

**WHEREAS**, the Hon. Mar Roxas, Secretary, Department of the Interior and Local Government, issued Memorandum Circular 2013-33 enjoining the Local Chief Executive to create Local Governance Transition Team:

**WHEREAS**, the creation of the Local Governance Transition Team is significant and necessary for the continuity of local governance and it will ensure the effective turnover to the newly elected or re-elected local government officials on June 30, 2013;

**NOW THEREFORE, I, ROLANDO S. BUE**, Municipal Mayor of Gabaldon, Province of Nueva Ecija, by virtue of the powers vested in me by existing and applicable laws do hereby order the following;

**SECTION I.** Creation of the **LOCAL GOVERNANCE TRANSITION TEAM**. The LGTT shall be composed of the following:

**HON. ROLANDO S. BUE**  
Municipal Mayor  
Chairman

**MR. CELESTINO G. MANGULABNAN**  
MPDC  
Vice Chairman

**MEMBERS**

Mr. Crusito DL. Dela Cruz	Municipal Administrator
Mr. Alex M. Arimbuyutan	Municipal Treasurer
Mr. Henry M. Marron	Municipal Assessor
Mrs. Rufina P. Garcia	Municipal Budget Officer
Mrs. Farrah Olive S. Alvaran	Municipal Accountant
Mrs. Fe I. Joaquin	Municipal Civil Registrar Officer
Mrs. Miraflor L. Santos	Mun. Social Welfare and Dev't. Officer
Mr. Rogelio V. Figuracion	Municipal Agriculture Officer
Engr. Manuel M. Cabungcal Jr.	Municipal Engineer
Dr. Jose R. Magno Jr.	Municipal Health Officer
Mr. Wenifredo A. Songco	Mun. Environment and Natural Resources Officer
Mrs. Rosalie D. Lulunan	MLGOO-II
Mr. Ruel Ilagan	Municipal Agrarian Reform Officer, OIC
Mrs. Alicia DG. Corpuz	SB Secretary
Mr. Alfredo I. Miguel	Municipal Nutrition Action Officer
Mr. Ferdinand G. Cunanan	Human Resource and Management Officer
Mrs. Remedios C. Bactol	State Auditor III
Mr. Jose M. Martinez	Chairman, Gabaldon Van Transport Cooperative

(PO Representative)

**SECTION II. RESPONSIBILITIES OF THE LOCAL GOVERNANCE TRANSITION TEAM.**

- a. Conduct an inventory of
  - (1.) All real or immovable properties of this Local Government Unit such as land, buildings, infrastructure facilities and improvements and machineries; and
  - (2.) All movable properties of the LGU such as vehicles, office equipment, furniture, fixtures and supply stocks.
- b. Assemble all documents or records such as, but not limited to the following:
  - (1) CY 2012 State of Local Governance Performance Report.
  - (2) CY 2012 State of Local Development Report.
  - (3) CY 2012 Financial Performance Report.
  - (4) CY 2012 COA Report.
  - (5) Contracts and Loan agreements, if any.
  - (6) Comprehensive Development Plan.
  - (7) Local Development Investment Plan.
  - (8) CY 2013 Annual Investment Plan.
  - (9) Comprehensive Land Use or Physical Framework Plan.
  - (10) Capability Development Agenda.
  - (11) Executive-Legislative Agenda.
  - (12) Organizational Structure.
  - (13) Inventory of Personnel by Nature of Appointment.
  - (14) Executive Orders and;
  - (15) Full Disclosure Policy
    - 15.1 CY 2013 annual Budget, and Supplemental Budget.
    - 15.2 CY 2012 Statement of Debt Service.
    - 15.3 CY 2012 Statement of Receipts and Expenditures.
    - 15.4 CY 2013 Annual Procurement Plan or Procurement List.
    - 15.5 CY 2012 Annual GAD Accomplishment Report.
    - 15.6 Quarterly Statement of Cash Flow (1<sup>st</sup> Quarter).
    - 15.7 Items to BID (1<sup>st</sup> Quarter).
    - 15.8 BID Results on Civil Works, Goods and Services and Consulting Services (1<sup>st</sup> Quarter).
    - 15.9 Abstract of BIDS as Calculated (1<sup>st</sup> Quarter).
    - 15.10 CY 2013 Special Education Fund Income and Expenditure Estimates.
    - 15.11 Report of SEF Utilization (1<sup>st</sup> Quarter).
    - 15.12 Trust Fund (PDAF) Utilization (1<sup>st</sup> Quarter).
    - 15.13 20% Component of IRA Utilization (1<sup>st</sup> Quarter) and;
    - 15.14 Report of Local Disaster Risk Reduction and Management Fund Utilization (1<sup>st</sup> Quarter).
- c. Turn-over of accountabilities using prescribed forms.
- d. 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 II. LOCAL GOVERNANCE TRANSITION TEAM MEETING.**

The meeting and the conduct of work assignment shall be scheduled by the chairman.

**SECTION III. EFFECTIVITY.** This EO shall take effect immediately.

Done this 25<sup>th</sup> day of April 2013 here at LGU Gabaldon, Nueva Ecija.

**ROLANDO S. BUE**  
Municipal Mayor