



**EXECUTIVE ORDER NO. PCG - 13  
SERIES OF 2022**

**AN EXECUTIVE ORDER CREATING THE LOCAL GOVERNANCE TRANSITION TEAM**

**WHEREAS**, DILG Memorandum Circular No. 2022-029, dated 10 March 2022, enjoins all Local Chief Executives to create a Local Governance Transition Team to ensure continuity in local governance and to prepare for an effective turnover to the incoming officials on 30 June 2022;

**WHEREAS**, in compliance to the abovementioned Memorandum Circular, it is deemed proper to create the Local Governance Transition Team of Pasig City;

**NOW, THEREFORE, I, VICTOR MA. REGIS N. SOTTO**, by virtue of the powers vested in me by law, as City Mayor of Pasig City, hereby order the creation of the Local Governance Transition Team with the following composition and tasks:

**SECTION 1. Composition.** – The Local Governance Transition Team (“**Transition Team**”) shall be composed of the following:

<b>Composition</b>	<b>Membership</b>
Chairperson	: City Mayor
Vice Chairperson	: City Administrator
Members	: All Department Heads and Chiefs of Offices DILG City Director Secretary to the Sangguniang Panlungsod Representative from a Civil Society Organization (CSO) or People’s Organization

**SECTION 2. Duties and Responsibilities.** – To ensure safe keeping of all the City Government’s records and documents and the protection of its assets during the election period, and to ensure the smooth local governance transition to the newly-elected or re-elected local officials on 30 June 2022, the Transition Team shall perform the following tasks and responsibilities:

- a. Conduct an inventory of the following LGU properties:
  1. Immovable properties such as land, permanent structures such as buildings, infrastructure facilities and its improvements, and machineries made immovable; and

2. Movable properties such as vehicles, office equipment, furniture, fixtures, and office supply stocks, among others.
- b. Gather, secure, and preserve all official documents and/or records of City official transactions, as applicable to the City, such as, but not limited to, the following documents:
1. Governance Assessment Report (CY 2021);
  2. COA Report (CY 2021);
  3. Contracts and Loan Agreements;
  4. Comprehensive Development Plan;
  5. Local Development Investment Program;
  6. Annual Investment Program (CY 2022);
  7. Comprehensive Land Use Plan;
  8. Capacity Development Agenda;
  9. Executive-Legislative Agenda;
  10. Organizational Structure and Staffing Pattern;
  11. Inventory of Personnel by Nature of Appointment;
  12. Executive Orders, Ordinances and Resolutions;
  13. Devolution Transition Plan;
  14. City Results Matrices;
  15. Reengineering Plan on LGU systems and procedures;
  16. Citizen's Charter;
  17. Public Service Continuity Plan;
  18. Gender and Development (GAD) Plan and Budget; and the following Full Disclosure Policy documents:
    - a. Annual Budget (cy 2022);
    - b. Statement of Indebtedness, Payments and Balances (CY 2021);
    - c. Annual Procurement Plan or Procurement List (CY 2022);
    - d. Statement of Receipts and Expenditures (CY 2021);
    - e. Annual GAD Accomplishment Report (CY 2021);

- f. Statement of Cash Flow (1<sup>st</sup> Quarter, CY 2022);
  - g. Bid Results on Civil Works, Goods and Services, and Consulting Services (1<sup>st</sup> Quarter, CY 2022);
  - h. Report of Special Education Fund Utilization (1<sup>st</sup> Quarter, CY 2022);
  - i. Trust Fund Utilization (1<sup>st</sup> Quarter, CY 2022);
  - j. Human Resource Complement (1<sup>st</sup> Quarter, CY 2022)
  - k. Unliquidated Cash Advances (1<sup>st</sup> Quarter, CY 2022);
  - l. Supplemental Procurement Plan (CY 2021);
  - m. 20% Component of IRA Utilization (1<sup>st</sup> Quarter, CY 2022);
  - n. Local Disaster Risk Reduction and Management Fund Utilization (1<sup>st</sup> Quarter, CY 2022).
- c. Turnover accountabilities using the prescribed forms;
  - d. Organize a turnover ceremony for the incoming local officials, to include briefing on the Governance Assessment Report and key challenges, to be conducted on June 30, 2022; and
  - e. Ensure the accomplishment of the Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials, to be submitted not later than July 11, 2022 to the Human Resource Management Office, Office of the Sanggunian and DILG Pasig City Field Office

**SECTION 3. Effectivity.** – This Order shall take effect immediately.

**DONE** this 07<sup>th</sup> day of April 2022

  
**VICTOR MA. REGIS N. SOTTO**  
 City Mayor 

