



**OFFICE OF THE MUNICIPAL MAYOR**

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208

Email: [mayorsoffice@pinamalayan.gov.ph](mailto:mayorsoffice@pinamalayan.gov.ph)

Telephone No. 043-284-7145



**EXECUTIVE ORDER NO. 07-2025**

**AN ORDER RECONSTITUTING THE LOCAL GOVERNANCE TRANSITION TEAM (LGTT) OF THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO**

**WHEREAS**, the upcoming National and Local Elections will usher in new set of local officials that will assume the helm of the local governments particularly provinces, cities, and municipalities;

**WHEREAS**, Section 375 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides for the Primary and Secondary Accountability for Government Property, which states that, "each head or office of a province, city, municipality or barangay shall be primarily accountable for all government property assigned or issued to his department or office. The person or persons entrusted with the possession or custody of government property under the accountability of any head of department or office shall be immediately accountable to such officer";

**WHEREAS**, DILG Memorandum Circular 2025-016 issued on March 3, 2025 provides transition process for local government units (LGUs) to ensure and facilitate an orderly transfer of responsibilities and uphold service continuity following to local elections, thereby minimizing disruptions and providing clarity for both outgoing, and incoming officials;

**WHEREAS**, the Local Governance Transition Team (LGTT) of Municipality of Pinamalayan was created by virtue of Executive Order No. 02-2022 dated March 24, 2022 to prepare for an effective turnover of responsibility to ensure continuity in local governance;

**WHEREAS**, there is a need to reconstitute the said team to replace members who are no longer connected with the agency and ensure an orderly transfer of responsibilities and uphold service continuity in order to minimize disruptions and provide clarity for both outgoing and incoming officials in light of the forthcoming 2025 election.

**NOW THEREFORE, I, ARISTEO A. BALDOS, JR.**, Municipal Mayor of Pinamalayan, by virtue vested in me by law do hereby order the reconstitution of the Local Governance Transition Team of the Municipality of Pinamalayan, Oriental Mindoro, as follows:

**SECTION 1. COMPOSITION.** The Local Governance Transition Team shall be composed of the following:

**Chairperson:**

**HON. ARISTEO A. BALDOS, JR.** - Municipal Mayor

**Vice Chairperson:**

**To be elected among members by simple majority vote**

**Members:**

**MR. CARLO M. CRUZADO** - MLGOO  
**MS. MA. CORAZON F. MARAYAN** - Acting Secretary to the Sangguniang Bayan  
**MS. CECLIA KASILAG** - President - Local Council for Women  
**MR. FELIX M. MAGBOO** - Pinamalayan Bahaghari Farmers Federation President

**All Department Heads and Chief-of-Offices**





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**SECTION 2. DUTIES AND RESPONSIBILITIES:** The LGT Team is responsible for ensuring and facilitating a seamless transition to newly-elected or re-elected officials by safeguarding LGU records and assets, managing key processes and handover, and maintaining continuity in governance. The following are the designated responsibilities of the LGT Team:

### **1. Conducting Inventory of LGU Properties**

Conduct of a thorough inventory of all immovable and movable properties owned by or under the name of the LGU, and create a detailed report that includes descriptions, photographs, locations, and conditions of all assets. This shall serve as an official record for both outgoing and incoming officials.

- a) Immovable properties (e.g., land, buildings, infrastructure facilities and its improvement, and machineries made immovable).
- b) Movable properties (e.g., vehicles, office equipment, furniture, fixtures, and office supply stocks)

### **2. Preservation of Official LGU Records and Documents**

- a) Gathering, securing, and preservation of official LGU records and documents, including but not limited to:

1. Governance Assessment Report (CY 2024);
2. COA Report (CY 2024);
3. Contracts and Loan Agreements;
4. Comprehensive Development Plan;
5. Provincial/Local Development Investment Program;
6. Annual Investment Program (CY 2023);
7. Comprehensive Land Use Plan;
8. Provincial Development and Physical Framework Plan;
9. Capacity Development Agenda or Program;
10. Executive-Legislative Agenda;
11. Organizational Structure and Staffing Pattern;
12. Inventory of Personnel by Nature of Appointment;
13. Executive Orders, Ordinances, and Resolutions;
14. LGU Devolution Transition Plan;
15. LGU Results Matrices (for Provinces and NCR LGUs);
16. Reengineering Plan on LGU Systems and Procedures;
17. LGU Citizen's Charter;
18. Public Service Continuity Plan;
19. Gender and Development (GAD) Plan and Budget; and
20. Full Disclosure Policy Documents such as:
  - Annual Budget;
  - Statement of Indebtedness, Payments, and Balances;
  - Statement of Receipts and Expenditures;
  - Annual Procurement Plan or Procurement List;
  - Annual GAD Accomplishment Report;
  - Quarterly Statement of Cash Flow;
  - Quarterly Bid Results on Civil Works, Goods and Services, and Consulting Services;
  - Quarterly Report of Special Education Fund Utilization;





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- Trust Fund Utilization;
- Quarterly Human Resource Complement;
- Quarterly Unliquidated Cash Advances;
- Annual Supplemental Procurement Plan;
- Quarterly Utilization of the 20% Component of the NTA; and
- Quarterly Utilization of the Local Disaster Risk Reduction and Management Fund.

b) Develop and adopt a digital archiving system to preserve and safeguard essential documents.

### 3. Turnover Accountabilities

- a) Facilitating Handover Process and Submission of Completed Forms:
- b) Ensure outgoing officials complete and submit the prescribed turnover forms for new or re-elected officials.
  1. Using the prescribed forms, in case of a new set of incoming elected local officials; and updating the list of accountabilities, in case of re-elected officials.
- c) Organize a formal turnover ceremony for the incoming local officials to include comprehensive briefings on Governance Assessment Report, duties and responsibilities, operational protocols, key challenges, and ongoing programs, projects, and activities.
- d) Facilitate training, dialogues, pre-election orientation, and post-election debrief sessions for incoming officials.

### 4. Compliance and Reporting

- a) Preparation and submission of Final Transition Report (FTR) outlining all activities undertaken, gaps and challenges, and recommended actions for future transitions. The FTR shall be submitted to the Secretary of Interior and Local Government, through the Bureau of Local Government Supervision.
- b) Ensure adherence to policies and guidelines set forth by the Department.

**SECTION 3. REPEALING CLAUSE.** All orders, rules, and regulations, and other issuances, or any part thereof which are inconsistent with this Order are hereby repealed and/or modified accordingly.

**SECTION 4. SEPARABILITY CLAUSE.** If any provision of this Order shall be held invalid or unconstitutional, the remaining provisions thereof not affected thereby shall remain in full force and effect.

**SECTION 5. EFFECTIVITY.** This order shall take effect immediately.

Issued this 17<sup>th</sup> day of March 2025 in the Municipality of Pinamalayan, Oriental Mindoro.

ARISTEO A. BALDOS, JR.  
Municipal Mayor

