



1. Conduct Inventory of the following LGU properties:
 - i. Immovable properties such as land, permanent structures such as buildings, infrastructure facilities and its improvements, and machineries made immovable; and
 - ii. Movable properties such as vehicles, office, equipment, furniture, fixtures, and office supply stocks, among others.

2. Gather, secure and preserve all official documents and/or records of LGU official transactions, as applicable, such as, but not limited to, the following documents:
 - i. Governance Assessment Report (CY 2021);
 - ii. COA Report (CY 2021);
 - iii. Contracts and Loan Agreements;
 - iv. Comprehensive Development Plan;
 - v. Provincial/Local Development Investment Program;
 - vi. Annual Investment Program (CY 2022);
 - vii. Comprehensive Development Plan;
 - viii. Provincial Development and Physical Framework Plan;
 - ix. Capacity Development Agenda or Program;
 - x. Executive-Legislative Agenda;
 - xi. Organizational Structure and Staffing Pattern;
 - xii. Inventory of Personnel by Nature of Appointment;
 - xiii. Executive Orders, Ordinances and Resolutions;
 - xiv. LGU Devolution Transition Plan;
 - xv. LGU Results Matrices (for Provinces);
 - xvi. Re-engineering Plan on LGU Systems and Procedures;
 - xvii. LGU Citizen's Charter;
 - xviii. Public Service Continuity Plan;
 - xix. Gender and Development (GAD) Plan and Budget; and
 - xx. The following Full Disclosure Policy documents;
 - a. Annual Budget (CY 2022);
 - b. Statement of Indebtedness, Payments and Balances (CY 2021);
 - c. Statement of Receipts and Expenditures (CY 2021);
 - d. Annual Procurement Plan or Procurement List (CY 2022);
 - e. Annual GAD Accomplishment Report (CY 2021);
 - f. Statement of Cash Flow (CY 2022, 1st quarter);
 - g. Bid Results on Civil Works, Goods and Services, and Consulting Services (CY 2022, 1st Quarter);
 - h. Report of Special Education Fund Utilization (CY 2022, 1st quarter);
 - i. Trust Fund Utilization (CY 2022, 1st Quarter);
 - j. Human Resource Complement (CY 2022, 1st Quarter);
 - k. Unliquidated Cash Advances (CY 2022, 1st Quarter);
 - l. Supplemental Procurement Plan (CY 2021);
 - m. 20% Component of IRA Utilization (CY 2022, 1st Quarter); and
 - n. Local Disaster Risk Reduction and Management Fund Utilization (CY 2022, 1st Quarter)

3. Turnover accountabilities using the prescribes forms, in case of a new set of incoming elected local officials, and update list of accountabilities, in case of re-elected officials;

4. Organize a turnover ceremony for the incoming local officials, to include a briefing on the Governance Assessment Report and key challenges, to be conducted on June 30, 2022; and






5. 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 the DILG Provincial / Field Office.

Section 3. Effectivity. This Executive Order shall take effect immediately upon approval.

Done in the Municipality of Marcos, Ilocos Norte this 22nd day of March 2022.


HON. ANTONIO V. MARIANO
Municipal Mayor





EXECUTIVE ORDER NO. 17
Series of 2022

CREATING THE LOCAL GOVERNANCE TRANSITION TEAM OF THE MUNICIPALITY OF MARCOS, ILOCOS NORTE.

WHEREAS, DILG Memorandum Circular No. 2022-029 dated March 10, 2022 requires Local Chief Executives to create the Local Governance Transition Team to ensure effective turnover and continuity in local governance,

NOW THEREFORE, premises considered and by virtue of the powers vested in me under the laws of the Republic of the Philippines, I, **ANTONIO V. MARIANO**, Municipal Mayor of the Municipality of Marcos, Ilocos Norte, do hereby create the Local Governance Transition Team of the Municipality Marcos, Ilocos Norte and order the following:

Section 1. Composition. The Local Governance Transition Team is hereby created with the following composition:

Chairman	:	HON. ANTONIO V. MARIANO Municipal Mayor
Vice Chairman	:	ENGR. MARIELLE MENOR Municipal Engineer
Members	:	DONNA BLESS A. ISAAC, EnP Municipal Planning and Development Coordinator
	:	MAGNA R. MACALMA, CPA Municipal Budget Officer
	:	IMELDA C. MANUEL Municipal Treasurer
	:	GENEROSA RUCILLE E. RASALAN Municipal Agriculturist
	:	CYNTHIA G. ABLOG, RSW Municipal Social Welfare and Development Officer
	:	DR. CESAR B. CARULLO Municipal Health Officer
	:	JOSE B. PACORSA Municipal Assesor
	:	MARK CHRISTIAN A. RASALAN, CPA, MBA Municipal Accountant and HRMO-Designate
	:	RHEA MAE L. CLEMENTE Administrative Officer
	:	JIMMUEL B. ARZAGA Executive Assistant
	:	JOEY A. FRANCISCO MLGOO VI
	:	MARITES S. BUMANGLAG Secretary to the Sangguniang Bayan
	:	JENSEN PASCUA CSO Representative

Section 2. Duties and Responsibilities. To ensure safe keeping of LGU records and documents and the protection of LGU assets during the election period; and to ensure the smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2022, the Team shall perform the following tasks and responsibilities:

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"Pagantakan ni Marcosgo. Iti Napudpudno a Serbisyo"



Marcos Ilocos Norte



lgumarcos.gov.ph



lgumarcos.in@gmail.com



0917 - 129 - 2939