



EXECUTIVE ORDER NO. 2016-003

CREATING AND ORGANIZING THE LOCAL GOVERNANCE TRANSITION TEAM IN THE CITY OF URDANETA AND DEFINING ITS COMPOSITION AND FUNCTIONS

WHEREAS, in view of the forthcoming national and local elections, and of the importance of continuity in local governance, it is imperative to prepare for an effective turnover to the incoming officials on June 30, 2016;

WHEREAS, DILG Memorandum Circular No. 2016-21 dated 17 February 2016 provides for the creation of a Local Governance Transition Team to ensure a smooth transition to the newly-elected or re-elected local officials;

NOW, THEREFORE, I, AMADEO GREGORIO E. PEREZ IV, City Mayor of the City of Urdaneta, by virtue of the authority vested in me by law, do hereby create the Local Governance Transition Team of the City of Urdaneta:

Section 1. Composition. The Local Governance Transition Team of Urdaneta City shall be created and composed of the following members:

<i>Chairperson</i>	Hon. Amadeo Gregorio E. Perez IV <i>City Mayor</i>
<i>Vice Chairperson</i>	Mr. Rufino Ronaldo Z. San Juan VI <i>City Administrator</i>
<i>Members</i>	Ms. Saniata A. Elegores <i>City Treasurer</i>
	Mr. Benedicto P. Sison <i>City Accountant</i>
	Mrs. Cyrl Marie M. Ramos <i>City Budget Officer</i>
	Mrs. Vilma L. Lapitan <i>City Social Welfare and Development Officer</i>
	Mrs. Marfie S. Lustina <i>City Civil Registrar</i>
	Mrs. Joyce S. Serdena <i>City Assessor</i>
	Mr. Rufino Ramil Z. San Juan V <i>Secretary to the Sanggunian</i>
	Engr. Nestor A. Ibay <i>City Planning and Development Officer</i>

Engr. Macario A. Segundo
City Engineer

Dr. Bernardo C. Macaraeg
City Health Officer

Atty. Dionisio C. Antiniw
City Legal Officer

Mr. Henry R. Kang
POSO Chief

Engr. Antonio C. Velicaria
BPLO Chief

Mr. Samuel B. Zarate Jr.
HRMO Chief

Mr. Eduardo M. Fernandez
City Supply Officer

Mrs. Melinda M. Buada
City Local Government Operations Officer
DILG Representative

Bishop Jose Jorge Banares
Urdaneta Ministers Fellowship
NGO/PO Representative

Section 2. Tasks/Responsibilities of the Team. The Team shall perform the following:

1. Conduct an inventory of all local government's
 - (a) real or immovable properties such as lands, buildings, infrastructure facilities and improvements, and machineries; and
 - (b) movable properties such as vehicles, office equipment, furniture, fixtures, and supply stocks;
2. Assemble all documents or records as mentioned in the Memorandum Circular;
3. Ensure the turn-over of accountabilities using prescribed forms;
4. Organize a turn over ceremony, to include a briefing on the Governance Assessment Report and Key Challenges, to the incoming set of officials on 30 June 2016;
5. Ensure the accomplishment and submission of Elective Local Officials Personnel Data Sheet (ELOPDS) by the incoming officials, and submit the same not later than 8 July 2016 to their respective Human Resources Management Office, Office of the Sanggunian, and DILG Field Office.

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

SO ORDERED this 30th day of March, 2016 in the City of Urdaneta.


AMADEO GREGORIO E. PEREZ IV
City Mayor