



**EXECUTIVE ORDER NO. 15**  
Series of 2022

**“CREATION OF LOCAL GOVERNANCE TRANSITION TEAM (LGTT) FOR THE PROVINCIAL GOVERNMENT OF OCCIDENTAL MINDORO AND FOR OTHER PURPOSES”**

**WHEREAS**, the Department of the Interior and Local Government issued Memorandum Circular No. 2022-029 dated March 10, 2022 requiring all Provincial Governors, City Mayors and Municipal Mayors to create a Local Governance Transition Team in their respective Local Government Units (LGUs) not later than 07 April 2022;

**WHEREAS**, in view of the foregoing, there is an imperative need to issue this Executive Order creating the Local Governance Transition Team (LGTT) for the Provincial Government of Occidental Mindoro in order to prepare for the effective turnover of responsibilities to ensure continuity in local governance.

**NOW, THEREFORE, I, EDUARDO B. GADIANO**, Governor of the Province of Occidental Mindoro, by virtue of the powers vested in me by law, do hereby order the following:

**Section 1. LOCAL GOVERNANCE TRANSITION TEAM.**

There is hereby created a Local Governance Transition Team (LGTT) for the Provincial Government of Occidental Mindoro which shall be composed of the following:

Chairperson	:	<b>Hon. EDUARDO B. GADIANO</b> Provincial Governor
Vice- Chairman	:	<b>To be elected from among the members by simple majority vote</b>
Members	:	<b>MURIEL M. REGUINDING</b> Provincial Administrator  <b>ANTHONY A. DANTIS</b> OIC – PPDO  <b>MANUEL T. TRIA, JR.</b> Provincial Budget Officer  <b>CRISOSTOMO C. PARAS, JR.</b> Provincial Accountant  <b>CLETA B. MULINGBAYAN</b> Acting Provincial Treasurer



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**EDDY C. DIZON**  
General Services Officer

**IRENEO M. CORTUNA**  
ENRO

**MARIO MULINGBAYAN**  
PDRMO

**REMIGIO V. MASANGKAY**  
Provincial Engineer

**ALRIZZA C. ZUBIRI**  
Supervising Agriculturist/ OIC - OPA

**KRISTOFFERSON B. GONZALES, DVM**  
Provincial Veterinarian

**ARNOLD DENNIS M. EUGENIO**  
Provincial Assessor

**Atty. TIRSO AUGUSTUS L. ABELEDA II**  
Provincial Legal Officer

**ENGR. KENNETH ROY C. VILLAR**  
Provincial Equipment Pool Engineer

**MA. TERESA V. TAN, MD**  
Provincial Health Officer II

**JUANITO OLAVE JR.**  
DILG Provincial Director

**MS. JAMELA P. HALEY**  
Secretary to Sangguniang Panlalawigan

**Ate least one (1) representative from a Civil Society  
Organization (CSO) or People's Organization**

**Section 2.** Duties and Responsibilities of the Local Governance Transition Team - To ensure safekeeping 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 30 June 2022, the Team shall perform the following tasks and responsibilities:

1. Conduct an 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.

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*"Ganado sa Serbisyo, Ganado sa Pagbabago!"*

Address: Provincial Capitol Compound, Barangay. Payompon, Mamburao, Occidental Mindoro





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2. Gather, secure, and preserve all official documents and/or records of LGU official transactions, as applicable to the LGU, 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 Land Use 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 and NCR LGUs
  - xvi. Reengineering 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, 1<sup>st</sup> 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 the 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 prescribed 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 30 June 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 11 July 2022 to their Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.



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**Section 3. Separability Clause.** If any provision of this Executive Order is declared invalid for any reason, the parts not affected thereby shall remain valid and in full force and effect.

**Section 4. Repealing Clause.** All Executive Orders, Memoranda, Circulars, letters of instruction and other issuance that are found to be inconsistent with the provisions of this Order are hereby repealed or modified accordingly.

**Section 5. Effectivity.** This Order shall take effect immediately.

**DONE** at the Office of the Governor, Provincial Capitol, Mamburao, Occidental Mindoro this 28<sup>th</sup> day of March 2022.

  
**EDUARDO B. GADIANO**  
Governor