



**EXECUTIVE ORDER NO. 256
Series of 2023**

AN ORDER CREATING THE CITY ASSESSMENT AND TRANSITION TEAM IN CONNECTION WITH THE OCTOBER 30, 2023 SYNCHRONIZED BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS IN THE CITY OF PANABO

WHEREAS, it is the policy of the state that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government;

WHEREAS, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2023-047 on the conduct of inventory and turnover of barangay/sangguniang kabataan properties, financial records, documents and money accountabilities by all incumbent barangay and SK officials, and the creation of the barangay and SK inventory team, in view of the October 30, 2023 barangay and sangguniang kabataan elections;

WHEREAS, item 4.1.4.1.3 of the said circular provides that the City Mayor shall create through an Executive Order, the City Assessment and Transition Team (CATT) not later than September 30, 2023;

WHEREAS, Section 32 of RA 7160 provides that the City Mayor is enjoined to ensure the smooth and orderly turnover of responsibilities for the proper use and care of government funds and properties by the Barangays and SKs;

NOW, THEREFORE, I, JOSE E. RELAMPAGOS, City Mayor of Panabo, by virtue of the powers vested in me by law, do hereby order the creation of the City Assessment and Transition Team with the following provisions:

SECTION 1. COMPOSITION. The CATT shall be composed of the following:

Chairperson	:	MYLENE M. HERMOSORA CGDH I, CAO
Co-Chairperson	:	YOLANDA A. BALANA CLGOO, DILG Panabo City
Vice Chairperson	:	KIRK B. SAMILLANO CGDH I, CTO
Members	:	CHERRIELOU L. BAGA CGADH I, CTO JOVEN M. SEPE CGDH I, CBO ATTY. CHERVIN C. PACULANANG CGDH I, CLO



RANDEL B. PANAYANGAN
CGADH I, CGSO

LESTER JOHN B. BULFANGO
City Youth Dev't Officer

LIBERTAD V. REGIS
Chairperson, PC Government Employees MPC

MERLYN GARCIA
Chairperson, Kauswagan Agri-Devt Multi-Purpose Coop.

EDILBERTO L. REYES
Chairperson, Rehoboth Agricultural Coop.

ALLEN B. MONQUE
Governor, Institute of Students Organization

KHRYSTIAN RYAN LOUH LABIANA
President, Panabo Youth Leaders Organization

SECTION 2. FUNCTIONS. The CATT shall perform the following functions:

1. Remind all Punong Barangays, SK Chairpersons, and other accountable Barangay and SK Officials (BSKOs) to conduct initial and final inventory, prepare and submit the list of the government properties under their custody.
2. Supervise the Barangay Inventory Team (BIT) and SK Inventory Team (SKIT) in the conduct of inventory and turnover of their respective B/SK Properties, Financial Records and Documents (PFRDs) and Money Accountabilities.
3. Plan and schedule the conduct of assessment and checking of B/SK inventory of PFRDs and Money Accountabilities of the component barangays and SKs.
4. Conduct assessment, verification and checking of the actual physical count of PFRDs of the component barangays and SKs as against the accomplished Inventory and Turnover Forms prepared and submitted by BSKOs.
5. Ensure completeness of BFRDs/SKPFRDs and liquidation of all money accountabilities by the concerned accountable barangay officials before the conduct of the Turnover Ceremony.
6. Submit to the City Mayor a list, containing the names of accountable BSKOs who failed to turnover B/SK PFRDs and money accountabilities, if any;
7. Assist the City Mayor in ensuring the smooth and orderly transition, and successful conduct of the turnover ceremony by the outgoing BSKOs to the newly elected/re-elected BSKOs.

SECTION 3. MEETINGS AND QUORUM. The CATT shall convene at the instance of the Chairperson/Co-Chairperson or Vice Chairperson and may call for special meetings when the need arises. The CATT shall be barred from carrying out any official action unless there is a quorum and a majority vote of all members present is obtained.

Furthermore, if a member cannot make it to a meeting, the authorized representative shall be the next-in-rank officer or such officer designated by the member by virtue of a written order. Random and irregular assignments of personnel to attend the meetings shall not be allowed.

SECTION 4. OPERATIONAL EXPENSES AND FUNDING. All costs pertaining to the operations and activities of the CATT monitoring team shall be taken from the available funds and resources of the City, subject to the usual government accounting procedures and auditing regulations.

SECTION 5. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 6. EFFECTIVITY. This Executive Order shall take effect immediately upon its approval hereof and shall remain in full force unless revoked or rescinded.

Done this 20th day of September, 2023 at City Hall, JP Laurel, Panabo City, Davao del Norte.


JOSE E. RELAMPAGOS
City Mayor