



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 030
Series of 2025

**AN ORDER CREATING THE LOCAL GOVERNANCE TRANSITION TEAM
(LGTT) OF THE CITY OF IMUS**

WHEREAS, Section 375 of Republic Act (RA) No. 7160, otherwise known as the Local Government Code of 1991, provides for Primary and Secondary Accountability for Government property;

WHEREAS, Section 376 of the same Code provides for the Responsibility for Proper Use and Care of Government Property which states that "The person in actual physical possession of government property or entrusted with its custody and control shall be responsible for its proper use and care and shall exercise due diligence in the utilization and safekeeping thereof";

WHEREAS, Section 377 provided that the person immediately accountable for government property shall be liable for its money value in case of the illegal, improper or unauthorized use or misapplication thereof, by himself or any other person for whose acts he may be responsible, and he shall be liable for all loss, damage, or deterioration occasioned by negligence in the keeping or use of such property unless it is proved that he has exercised due diligence and care in the utilization and safekeeping thereof;

WHEREAS, Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2025-016, which enjoins all Local Chief Executives to create a Local Governance Team to ensure and facilitate an orderly transfer of responsibilities and uphold service continuity following the May 12, 2025 National and Local Elections, thereby minimizing disruptions and providing clarity for both outgoing and incoming officials;

WHEREAS, in compliance to the abovementioned Memorandum Circular, the undersigned is creating the Local Governance Transition (LGT) Team of the City Government of Imus;

NOW, THEREFORE, I, HON. ALEX L. ADVINCULA, City Mayor of Imus, by virtue of the powers vested in me by law, do hereby order that:



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Section 1. Composition. The Local Governance Transition Team shall be composed of the following:

Chairperson:	Hon. Alex L. Advincula City Mayor
Vice-Chairperson:	Mr. Lauro D. Monzon Officer-In-Charge, Office of the City Administrator
Members:	All Department Heads and Chief of Offices
	Ms. Mary Roxanne T. Vicedo Officer-in-Charge, City Local Government Operation Officer (CGLOO)
	Ms. Mary Jemeny V. Yulo Secretary of the Sangguniang Panlungsod
	Ms. Sheryline S. Timtiman Desk Officer, Civil Society Organization (CSO)

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 LGT Team's designated responsibilities include the following:

2.1. 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.



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2.2. Preservation of Official LGU Records and Documents

2.2.1. Gathering, securing, and preservation of official LGU records and documents including but not limited to:

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



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

2.3. Turnover Accountabilities

2.3.1. Facilitating handover Process and Submission of Completed Forms:

- Ensure outgoing officials complete and submit the prescribed turnover forms for new or re-elected officials.
- Prescribed forms must be used for new sets of incoming elected officials and updating the list of accountabilities shall be done in case of re-elected officials.
- 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.
- Facilitate training, dialogues, pre-election orientation, and post-election debrief sessions for incoming officials.



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2.4. Compliance and Reporting

- 2.4.1. Preparation and submission of Final Transition Report (FTR) outlining all activities undertaken, gaps, and challenges, and recommended actions for the future transitions;

The FTR shall be submitted to the Secretary of Interior and Local Government, through the Bureau of Local Government Supervision.

- 2.4.2. Ensure adherence to policies and guidelines set forth by the Department.

Section 3. Separability Clause. If any of the provision above is declared unconstitutional and/or unlawful, the rest of the provisions shall remain valid and enforceable.

Section 4. Effectivity. This order shall take effect immediately.

DONE and **SIGNED** this 20th day of May 2025, City of Imus.

ALEX L. ADVINCULA
City Mayor