



OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO. 13 Series of 2022

AN EXECUTIVE ORDER CREATING THE 2022 LOCAL GOVERNMENT TRANSITION TEAM (LGTT) IN THE PROVINCE OF ORIENTAL MINDORO

WHEREAS, public service must not be hampered amid the possible transition of leadership in the province to guarantee the continuity of public service and ensure that all assets are well accounted for upon the transition;

WHEREAS, Department of the Interior and Local Government (DILG) Memorandum Circular No. 2022-029 provides that the Local Government Transition Team (LGTT) must ensure the safekeeping of LGU records and documents and the protection of local government assets during the election period, and guarantee the smooth local governance transition of the new and re-elected officials;

WHEREAS, in view of the forthcoming 2022 National and Local Elections, it is imperative to prepare for the effective turnover of responsibilities to ensure continuity in local governance;

NOW THEREFORE, I, HUMERLITO A. DOLOR, MPA, PH.D., by virtue of the powers vested in me by Republic Act No. 7160 and other pertinent laws of the Republic of the Philippines as the Provincial Governor of Oriental Mindoro, do hereby promulgate this Executive Order, as follows:

SECTION 1. Composition. The team shall be composed of the following:

- Chairperson** : **GOVERNOR HUMERLITO A. DOLOR, MPA, Ph.D.**
- Vice Chairperson** : To be elected from among the members by simple majority vote
- Members:**
- DR. HUBBERT CHRISTOPHER A. DOLOR, MPA, MHA, PAR**
Provincial Administrator
 - MS. MARIA VICTORIA J. DEL ROSARIO, CSEE**
DILG- Oriental Mindoro Provincial Director
 - ATTY. EARL LIGORIO R. TURANO II**
Provincial Legal Officer
 - MS. DIWATA H. FETIZANAN**
Secretary to the Sangguniang Panlalawigan
 - MS. LYDIA MUÑECA S. MELGAR, EnP, MPA**
Provincial Planning and Development
Coordinator
 - MS. ANNA MARIE DC REYES**
Provincial Human Resource Management Officer
 - MS. ALTHEA F. AGUTAYA**
Provincial Accountant
 - MS. MAY-ANNE JOY M. YLAGAN**
OIC-Provincial Budget Officer
 - MR. CAESAR A. PANGILINAN, JR., MPA, REA**
Provincial Assessor

ENGR. MARIE JOYCE B. RIVERA
OIC-Provincial General Service Office

MS. ZARAH C. MAGBOO
Provincial Social Welfare and Development Officer

MS. CHRISTINE M. PINE, EnP
Provincial Agriculturist

ENGR. EDYLOU B. TEJIDO
Provincial Engineer

DR. GRIMALDO C. CATAPANG
Provincial Veterinarian

MR. ORLANDO B. TIZON
Provincial Tourism, Investment and Enterprise
Development Officer

MR. MAXIMINO A. JUMIG, JR.
Provincial Government Environment and Natural
Resources Officer

MR. VINSCENT B. GAHOL
Provincial Disaster Risk Reduction and Management
Officer

MS. ASTRONICA G. SALCEDO
Provincial Treasurer

DR. CIELO A. ANTE, DFM
OIC-Provincial Health Office

MS. MA. FE A. DELEON
Supervising Administrative Officer, Governor's Office-
Provincial Information Services Division (PISD)

Civil Society Organization (CSO) representative

SECTION 2. Duties and Responsibilities. The team shall perform the following tasks and responsibilities:

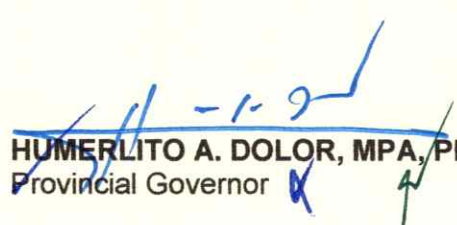
1. Conduct an inventory of the following Provincial Government of Oriental Mindoro (PGOM) properties:
 - i. Immovable properties such as land, permanent structures such as buildings, infrastructure facilities and its improvements, and machineries made immovable; and
 - ii. Movable properties such as vehicles, office equipment, furniture, and office supply stocks, among others.
2. Gather, secure, and preserve all official documents and/or records of PGOM official transactions, such as, but not limited to, the following documents:
 - i. Governance Assessment Report (CY2021);
 - 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. Oriental Mindoro Devolution Transition Plan;
 - xv. Oriental Mindoro Results Matrices (for Provinces and NCR LGUs)
 - xvi. Reengineering Plan on Oriental Mindoro Systems and Procedures;
 - xvii. Citizen's Charter of the Province
 - 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 2022);
 - 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 Advance (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 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 11 July 2022 to their Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.

SECTION 3. Repealing Clause. All executive orders, rules and regulations, issuances, or parts thereof inconsistent with this Executive Order are hereby amended, repealed and/or modified accordingly.

SECTION 4. Effectivity. This Executive Order shall take effect immediately upon its approval.

DONE IN THE CITY OF CALAPAN, ORIENTAL MINDORO, this 30th day of March in the year of our Lord, Two Thousand and Twenty-two.


HUMERTO A. DOLOR, MPA, Ph. D.
Provincial Governor