



Republic of the Philippines  
**MUNICIPALITY OF LINGAYEN**  
Province of Pangasinan  
**Office of the Mayor**

**EXECUTIVE ORDER NO. 19, SERIES OF 2022**

**AN ORDER ORGANIZING THE 2022 LOCAL GOVERNANCE TRANSITION TEAM OF THE MUNICIPAL GOVERNMENT OF LINGAYEN, PANGASINAN DEFINING ITS DUTIES AND RESPONSIBILITIES**

**WHEREAS**, DILG Memorandum Circular No. 2002-029 dated March 10, 2022 mandates the organization of 2022 Local Governance Transition Team in every LGU not later than April 7, 2022 to prepare for the effective turnover of responsibilities to ensure continuity in local governance;

**WHEREAS**, there is a need to organize the Local Governance Transition Team in the municipality composed of team members stated in said circular responsible to ensure safe keeping of LGU records and documents and the protection of LGU assets during the election period; and to ensure the smooth transition to the newly elected or re-elected local officials on June 30, 2022.

**NOW THEREFORE, I, LEOPOLDO N. BATAOIL**, Municipal Mayor of Lingayen, Pangasinan by virtue of the powers vested in me by law do hereby order the organization of the Local Governance Transition Team in the municipality.

**SECTION 1. COMPOSITION**

Chairperson	-	Municipal Mayor
Vice Chairperson	-	Municipal Administrator
Members	-	All Department and Section Heads
	-	Municipal Local Governance Operations Officer (MLGOO)
	-	Secretary to the Sangguniang Bayan
	-	At least one (1) representative from CSO/PO

**SECTION 2. RESPONSIBILITIES**

It shall perform the following tasks and responsibilities:

1. Conduct an inventory of the following LGU properties;
  - i. Immovable properties such as land, permanent structure 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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2. Gather, secure and preserve all official's documents and/or records of LGU official transactions, as applicable to the LGU such as but not limited to the following as cited in section 4.2 (2) of the said DILG Memorandum 2022-029;
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 re-elected officials;
4. Organize a turnover ceremony for incoming local officials, to include a briefing on the Local Governance Assessment Report, to be conducted on June 30, 2022, and;
5. Ensure the accomplishment of the Elective Local Officials Personal Data Sheet (ELOPDS) by the incoming officials, to be submitted not later than July 1, 2022 to the respective Human Resources Management Office, Office of the Sanggunian, and DILG Field Office.

### SECTION 3. EFFECTIVITY

This Executive Order Takes Effect immediately.

Done this 7<sup>th</sup> day of April, 2022 in Lingayen, Pangasinan.

SO ORDERED.

  
**LEOPOLDO N. BATAOIL**  
*Municipal Mayor*

