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DATE: 4/5/23
TIME:

EXECUTIVE ORDER NO. 017 – 2023

"AN ORDER CREATING THE MUNICIPAL ASSESSMENT AND TRANSITION TEAM (MATT) IN THE MUNICIPALITY OF SANTA MARIA, BULACAN"

WHEREAS, Stated in section 4.1.4.1.3 of the Department of Interior and Local Government Memorandum Circular No. 2023 – 047 dated March 21, 2023, Municipal Mayors must create, through an Executive Order, the Municipal Assessment and Transition Team (MATT);

WHEREAS, in response to the aforementioned memorandum circular, it is deemed proper to create the Municipal Assessment and Transition Team.

NOW, THEREFORE, I, BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Bulacan, by virtue of the power vested in me by law, do hereby order the creation of the Municipal Assessment and Transition Team in the Municipality of Santa Maria, Province of Bulacan:

SECTION I. COMPOSITION. – The Municipal Assessment Committee shall be composed of the following:

Chairman	:	**ELIZABETH B. MENDOZA** Municipal Accountant
Co-Chairman	:	**JAYFIE P. NASARRO** Local Government Operations Officer
Vice Chairman:		**ALELIE B. RAMOS** Municipal Treasurer
Members	:	**ANA MARGARITA N. JOAQUIN** Municipal Assistant Treasurer
		MANUELA D. DEL ROSARIO Municipal Budget Officer
		ELSA JOY T. HORIONDO Local Youth Development Officer
		APRIL JERRALDINE C. PORCIUNCULA Alliance of Computer Engineering Students – PUPSMB

ZERI ISHI P. PALOMARES
Junior Philippines Institute of Accountants – PUP-SMB Campus (PUP JPIA)

RUEL C. DEL ROSARIO
Santa Maria Municipal Government Employees Association (SMMGEA) Inc.

ANGELO PJ PALERMO
Santa Maria Basketball Club
Local Youth Development Council

KRIS ROMULO
Mater Dei Academy Student Council
Local Youth Development Council

SECTION II. DUTIES AND FUNCTIONS. – The Municipal Assessment and Transition Team shall perform the following functions:

1. Remind all Punong Barangays, SK Chairpersons and other accountable BSKOs to conduct initial and final inventory, prepare and submit the list of the government properties under their custody.

2. Supervise the BIT and SKIT in the conduct of inventory and turnover of their respective B/SK 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 BPFRDs/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/Municipal 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/Municipal Mayor in ensuring the smooth and orderly transition, and the successful conduct of the turnover ceremony by the outgoing BSKOs to the newly elected/re-elected BSKOs.

SECTION III. EFFECTIVITY. – This Executive Order shall take effect immediately.

DONE, this 5th day of April 2023, here at the Municipal Hall of Santa Maria, Province of Bulacan.

BARTOLOME R. RAMOS
Municipal Mayor