EXECUTIVE ORDER NO. 004 - 2025

"CREATING THE LOCAL GOVERNANCE TRANSITION TEAM OF THE MUNICIPALITY OF SANTA MARIA"

WHEREAS, in view of the forthcoming 2025 midterm elections, pursuant to Department of Interior and Local Government (DILG) Memorandum Circular No. 2025-016, dated March 3, 2025, it is imperative to prepare for an effective turnover to the incoming officials to provide for the continuity in local governance;

WHEREAS, to ensure the smooth local governance transition to the newly-elected or re-elected local officials, a Local Governance Transition Team shall be created;

NOW, THEREFORE, I, BARTOLOME R. RAMOS, Municipal Mayor of Santa Maria, Bulacan, by the authority vested upon me by law, do hereby order the creation of the Local Governance Transition Team.

MUNICIPALITY OF SANTA MARIA BULACAN
OFFICIAL RELEASED
SIGNATURE:
DATE: 3-20-25
TIME:

Section 1. COMPOSITION

Chairperson:	**BARTOLOME R. RAMOS**	Municipal Mayor
Vice Chairperson:	**RODELIO A. BERNARDO**	MPDC Officer
Members:	**Elizabeth B. Mendoza**	- Municipal Accountant
	Arnel Garcia	- Municipal Agriculturist
	Arnic B. Hermogenes	- Municipal Assessor
	Lorena F. Gonzales	- Municipal Budget Officer
	Carmelita G. Guevarra	- Municipal Engineer
	Ma. Consuelo G. Feliciano	- Municipal Health Officer
	Primo F. Santos, Jr	- Human Resource Management Officer
	Myrna V. Lopez	- Business Permit and Licensing Officer III
	Michelle F. Mendoza	- Municipal Civil Registrar
	Mario Alfaro	- MENRO
	Rosalinda D. Policarpio	- Municipal Nutrition Officer
	Silvestre I. Luciano	- Market Specialist III
	Elvie N. Cruz	- Senior Labor and Employment Officer
	Marian P. Bautista	- Municipal General Service Officer

Sandra E. Fabi	-	Municipal Social Welfare Development Officer
Alelie B. Ramos	-	Municipal Treasurer
Richard P. Sto. Domingo	-	Zoning Officer III
Jonathan Halili	-	LDRRMO II
Evelyn B. Dilag	-	SB Secretary
Aris Teves	-	Information System Analyst I
Randy German	-	Slaughterhouse Master II
Eustacio DS. Santos	-	Traffic Operations Officer SMTMU
Jayfie P. Nasarro	-	MLGOO VI
Narciso L. Guevarra M.D.	-	Gabay sa Kinabukasan – Sta. Maria, Bulacan, Inc.

Section 2. DUTIES AND RESPONSIBILITIES OF THE TEAM

1. Conduct an inventory of all local government properties:
   i. Immovable properties such as land, buildings, infrastructure facilities and improvement and machineries made immovable; and
   ii. Movable properties such as vehicles, office equipment, furniture, fixtures and office supply stocks, among others.
2. Gather, secure and preserve all official documents and/or records of LGU official transactions, as applicable to the LGU, such as, but not limited to the following documents:
   i. Governance Assessment Report (CY 2024);
   ii. COA Report (CY 2024);
   iii. Contracts and Loan Agreements, if any;
   iv. Comprehensive Development Plan;
   v. Local Development Investment Plan;
   vi. Annual Investment Plan (CY 2023);
   vii. Comprehensive Land Use;
   viii. Capacity Development Plan or Program;
   ix. Executive-Legislative Agenda;
   x. Organizational Structure and Staffing Pattern;
   xi. Inventory of Personnel by Nature of Appointment;
   xii. Executive Orders, Ordinances and Resolutions;
   xiii. LGU Devolution Transition Plan;
   xiv. Reengineering Plan on LGU Systems and Procedures;
   xv. LGU Citizen's Charter
   xvi. Public Service Continuity Plan;
   xvii. Gender and Development (GAD) Plan and Budget; and
   xviii. *The following Full Disclosure Policy Documents*:
      a. Annual Budget;
      b. Statement of Indebtedness, Payments and Balances;
      c. Statement of Receipts and Expenditures;

e. Annual GAD Accomplishment Report;
f. Quarterly Statement of Cash Flow;
g. Quarterly Bid Results on Civil Works, Goods and Services, and Consulting Services;
h. Quarterly Report of Special Education Fund Utilization;
i. Trust Fund Utilization;
j. Quarterly Human Resource Complement;
k. Quarterly Unliquidated Cash Advances;
l. Annual Supplemental Procurement Plan;
m. Quarterly 20% Component of the IRA Utilization and
n. Quarterly Local Disaster Risk Reduction Management Fund Utilization.

3. Turn-over of accountabilities using prescribed forms, in case of a new set of incoming elected local officials; and update list accountabilities, in case of re-elected officials;

4. 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.

5. Ensure outgoing officials complete and submit the prescribed turnover forms for new or re-elected officials.

6. Facilitate training, dialogues, pre-election orientation, and post-election debrief sessions for incoming officials.

Section 3. REPEALING CLAUSE. All other executive issuances, rules and regulations or parts thereof which are inconsistent with this Executive Order are hereby repealed, amended, or modified accordingly.

Section 4. EFFECTIVITY. This Executive Order shall take effect immediately and apply to all subsequent transitions following the proclamation of the incoming officials. The guidelines herein shall be reviewed and revised as necessary to accommodate changing governance demands and local contexts.

Done this 19th day of March, 2025 at the Municipal Hall of Santa Maria, Bulacan.

BARTOLOME R. RAMOS
Municipal Mayor