



**EXECUTIVE ORDER NO. 12**  
Series of 2025

**AN ORDER ESTABLISHING THE LOCAL GOVERNANCE  
TRANSITION TEAM OF THE MUNICIPALITY OF  
CONCEPCION, TARLAC**

**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, by stating that each head of department or office of a province, city, municipality or barangay shall be primarily accountable for all government property assigned or issued to his department or office;

**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**, the Department of Interior and Local Government (DILG) during the May 13, 2019 and May 9, 2022 National and Local Elections issued Memorandum Circular Nos. 2019-39 & 2022-029, respectively, which aimed to assist in ensuring the LGU’s orderly transfer of responsibilities, and to uphold service continuity following local elections;

**WHEREAS**, the Department of the Interior and Local Government (DILG), on account of the upcoming National and Local Elections on May 12, 2025, has issued Memorandum Circular No. 2025-016 providing the guidelines on the creation of LGU Transition Teams to ensure transparency and accountability in the turnover process;

**WHEREAS**, Local Government Units (LGUs) are tasked to ensure and facilitate an orderly transfer of responsibilities and uphold service continuity following to local elections, thereby minimizing disruptions and providing clarity for both outgoing, and incoming officials;

**WHEREAS**, this transition is essential for maintaining institutional knowledge, upholding the integrity of governance, guaranteeing continuity of service delivery, and cultivating people's trust in local governance;

**WHEREAS**, in order to properly plan, execute and ensure the proper observance of the transition process for the Municipal Government of Concepcion, Tarlac, there is a need to establish a Local Governance Transition Team to ensure and facilitate an orderly transfer of responsibilities and uphold service continuity following to local elections;

8





Republic of the Philippines  
**MUNICIPALITY OF CONCEPCION**  
Province of Tarlac



**OFFICE OF THE MUNICIPAL MAYOR**

**BAGONG PILIPINAS**

NOW THEREFORE, I, NOEL L. VILLANUEVA, Municipal Mayor, by virtue of the powers vested in by the law, do hereby order the following, to wit:

**SECTION 1. CONSTITUTION and COMPOSITION.**

There is hereby constituted a Local Governance Transition Team of the Municipality of Concepcion, Tarlac to be composed of:

**CHAIRPERSON** : HON. NOEL L. VILLANUEVA  
Municipal Mayor

**VICE CHAIRPERSON** : REGGIE E. BONDOC  
Municipal Accountant

**MEMBERS** : BIENVENIDO A. ESTRADA  
Municipal Administrator

ATTY. MYLA M. MATIC  
Municipal Legal Officer

ENGELBERTO MACALINO  
Municipal Treasurer

MA. SOCORRO S. PADLAN  
Municipal Planning and Development Coordinator

ATTY. ANGELICA D. AMURAO  
Municipal Cooperative Development Officer

MICHAEL BONDOC  
Municipal Assessor

GERALDINE S. CUNANAN  
Municipal Budget Officer

JUANITO M. LINDO  
Municipal Agriculturist

RHODA M. GALANG  
Municipal Civil Registrar

JOY ANNE W. LORENZO  
Municipal General Services Officer

FLORA C. PEREZ  
Municipal Human Resource Management Officer

RONALD M. BAUTISTA  
Municipal Disaster Risk Reduction and Management Officer





Republic of the Philippines  
**MUNICIPALITY OF CONCEPCION**  
Province of Tarlac



**OFFICE OF THE MUNICIPAL MAYOR**

**BAGONG PILIPINAS**

**ENGR. MARCIANO P. SANTIAGO**  
Municipal Engineer

**JESSA MAE S. CENTENO**  
Municipal Social Welfare and Development Officer

**BENJAMIN Q. BENGCO III, MD**  
Municipal Health Officer

**DR. ROLANDO C. ARCIGA**  
Municipal Veterinarian

**SONOFPRAY F. DANTES**  
Municipal Environment and Natural Resources Officer

**MARLENE S. HIPOLITO**  
Public Employment Service Officer

**JENNIFER R. BALATBAT**  
Designated Tourism Officer

**ROWENA S. ANGELES**  
Municipal Local Government Operations Officer

**ATTY. ARVIN L. DANTIS**  
Secretary to the Sangguniang Bayan

**JIMMY A. YANDAN**  
Matabnal Farmer Irrigation Assn. Inc.

The Transition Team is hereby authorized to designate the Secretariat and/or Sub-Committees that will assist in the orderly execution of the designated functions and overall success of the transition process.

## **SECTION 2. DUTIES AND FUNCTIONS.**

The LGTT 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 LGTT'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.

- Immovable properties (e.g., land, buildings, infrastructure facilities and its improvement, and machineries made immovable).





Republic of the Philippines  
**MUNICIPALITY OF CONCEPCION**  
Province of Tarlac



**OFFICE OF THE MUNICIPAL MAYOR**

**BAGONG PILIPINAS**

- Movable properties (e.g., vehicles, office equipment, furniture, fixtures, and office supply stocks)

## 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);
- Reengineering Plan on LGU Systems and Procedures;
- LGU Citizen's Charter;
- Public Service Continuity Plan;
- Gender and Development (GAD) Plan and Budget; and
- Full Disclosure Policy Documents such as:
  1. Annual Budget;
  2. Statement of Indebtedness, Payments, 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;
  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 the NTA; and
  14. Quarterly Utilization of the Local Disaster Risk Reduction and Management Fund.

2.2.2 All LGUs are strongly encouraged to develop, and adopt a digital archiving system to preserve and safeguard essential documents.

## 2.3 Turnover Accountabilities

### 2.3.1 Facilitating Handover Process and Submission of Completed Forms:





Republic of the Philippines  
**MUNICIPALITY OF CONCEPCION**  
Province of Tarlac



**OFFICE OF THE MUNICIPAL MAYOR**

**BAGONG PILIPINAS**

- Ensure outgoing officials complete and submit the prescribed turnover forms for new or re-elected officials. 1. Using the prescribed forms, in case of a new set of incoming elected local officials; and updating the list of accountabilities, 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.

**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 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. REPEALING CLAUSE.**


All orders, issuances, rules and regulations or parts thereof, which are inconsistent herewith are hereby repealed, amended or modified accordingly.

**SECTION 4. EFFECTIVITY.**

This Executive Order shall take effect immediately.

Let copies hereof be furnished all offices and personnel concerned, for their information and reference.

**DONE this 28<sup>th</sup> day of April 2025 at Concepcion, Tarlac, Philippines.**

  
**NOEL L. VILLANUEVA**  
Municipal Mayor

