



REPUBLIC OF THE PHILIPPINES
PROVINCE OF DAVAO DEL NORTE

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RODOLFO P. DEL ROSARIO
Governor

ADMINISTRATIVE ORDER NO. 1104
Series of 2016

AN ORDER CREATING THE PROVINCIAL LOCAL GOVERNANCE TRANSITION (PLGT) TEAM OF THE PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE

WHEREAS, in view of the forthcoming national and local elections, and the importance of continuity in local governance, it is imperative to prepare for smooth and effective turnover to the incoming officials on June 30, 2016;

WHEREAS, in pursuance to DILG Memorandum Circular No. 2016-21 dated February 17, 2016, there is a need to create a PLGT Team to carry out the mandates embodied in the said circular;

NOW THEREFORE, I, RODOLFO P. DEL ROSARIO, Governor of the Province of Davao del Norte, by virtue of the power vested in me by law, do hereby order to create the Provincial Local Governance Transition Team of the Province of Davao del Norte.

SECTION 1. COMPOSITION

- Chairperson** - **HON. RODOLFO P. DEL ROSARIO**
Governor
- Vice Chairperson** - **ATTY. JENNIFER B. NAMOC-YASOL**
Provincial Administrator
- Members:** - **DIR. ALEX C. ROLDAN, CESO V**
DILG Provincial Director

Cluster 1: ADMINISTRATIVE AND PERSONNEL:

- Cluster Head** - **ATTY. EDD MARK O. WAKAN**
PG Department Head, PLO
- Members** - **MS. MONICA L. SALIDO, MM**
PG Department Head, PHRMO
- ATTY. JENNIFER B. NAMOC-YASOL**
Provincial Administrator
- MR. SOFONIAS P. GABONADA, JR.**
PG Department Head, PIO
- MR. DENNIS DEAN T. CASTILLO, MPA**
PG Department Head, OSS

Cluster 2: AGENDA, PLANS, BUDGET & FULL DISCLOSURE DOCUMENTS:

- Cluster Head - **ENGR. JOSIE JEAN R. RABANOZ, MPA**
PG Department Head, PPDO
- Members - **MS. NORMA A. LUMAIN, CPA, MPA**
PG Department Head, PBO
- MS. REGINA C. RICAFORT, CPA, MPA**
PG Department Head, PTO
- ENGR. JOYCE T. GUALBERTO, MPA**
PG Department Head, PASSO

Cluster 3: INVENTORIES (REAL & PROPERTY INVENTORIES):

- Cluster Head - **MR. SAMSON J. SANCHEZ, MPA, CSEE**
PG Department Head, PGSO
- Member - **MS. SERLINDA C. ATAKE, CPA, MBA**
PG Department Head, PACCO

Cluster 4: STATUS OF PROJECTS & PROGRAMS IMPLEMENTATION:

- Cluster Head - **DR. ANASTACIA G. NOTARTE, RA**
PG Department Head, PAGRO
- Members - **ENGR. RAUL G. MABANGLO**
PG Department Head, PEO
- MS. ARLENE M. SEMBLANTE, RSW**
PG Department Head, PSWDO
- DR. AGAPITO B. HORNIDO**
PG Department Head, PHO
- MS. MA. ELIZA L. ANDIN, CPA**
PG Department Head, PEEDO
- MR. ROMULO D. TAGALO, MM, MPP**
OIC, PG Department Head, PENRO
- DR. RENATO R. EMBATE, DVM**
PG Department Head, PVO

SECTION 2. TASKS/RESPONSIBILITIES OF THE TEAM

The Team shall ensure a smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2016. As such, the Team shall:

CLUSTER 1: Assemble all documents or records such as, but not limited to, the following:

- a. CY 2014 Governance Assessment Report;
- b. CY 2015 COA Report;
- c. Contracts and Loan Agreements, if any;
- d. Executive-Legislative Agenda;
- e. Organizational Structure;
- f. Inventory of Personnel by Nature of Appointment;
- g. Turn-over of accountabilities using prescribed forms;



- h. Organize a turn-over ceremony, to include a briefing on the Governance Assessment Report and Key Challenges to the incoming set of officials on June 30, 2016;
- i. Ensure the accomplishment and submission of Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials, and submit the same not later than July 8, 2016, to their respective Human Resource Management Office, Office of the Sanggunian, and DILG Field Office; and
- j. Other documents that may be needed by other Cluster from time to time.

CLUSTER 2. Assemble all documents or records such as, but not limited to, the following:

- a. Comprehensive Development Plan;
- b. Local Development Investment Plan;
- c. CY 2016 Annual Investment Plan;
- d. Comprehensive Land Use or Physical Framework Plan;
- e. Capability Development Agenda;
- f. Executive Orders;
- g. Full Disclosure Policy Documents:
 - i. CY 2016 Annual Budget;
 - ii. CY 2015 Statement of Debt Service;
 - iii. CY 2015 Statement of Receipts and Expenditures;
 - iv. CY 2016 Annual Procurement Plan;
 - v. CY 2015 Annual GAD Accomplishment Report;
 - vi. Quarterly Statement of Cash Flow (1st Quarter, CY 2016);
 - vii. Bid Results on Civil Works, Goods and Services, and Consulting Services (1st Quarter, CY 2016);
 - viii. Report of Special Education Fund Utilization (1st Quarter, CY 2016);
 - ix. Trust Fund Utilization (1st Quarter, CY 2016);
 - x. Manpower Complement (1st Quarter, CY 2016);
 - xi. Unliquidated Cash Advances (1st Quarter, CY 2016);
 - xii. Supplemental Procurement Plan (1st Quarter, CY 2016);
 - xiii. 20% Component of the IRA Utilization (1st Quarter, CY 2016);
 - xiv. Report of Local Disaster Risk Reduction Management Fund Utilization (1st Quarter, CY 2016); and
 - xv. Other documents that may be needed by other Cluster from time to time.

CLUSTER 3. Conduct an inventory of the following:

- a. Real or immovable properties such as land, buildings, infrastructure facilities and improvements and machineries;
- b. Movable properties such as vehicles, office equipment, furniture, fixtures and supply stocks; and
- c. Other documents that may be needed by other Cluster from time to time.

CLUSTER 4. Assist in the preparation of reports, vis-a-vis:

- a. Status of projects and programs implemented thru your department;
- b. Fund utilization report; and
- c. Other documents that may be needed by other Cluster from time to time.



SECTION 3. SECRETARIAT

The Secretariat of the PLGT Team shall be composed of the following:

- Secretariat Head - **MS. EVELYN B. CORTEZ-BULAGA, MBA**
Supervising Administrative Officer
- Members - **MS. HAZEL G. GRANADA**
Admin. Officer III
- MS. EVELYN M. ISRAEL, MPA**
Admin. Officer III
- MR. JOEFREY C. MIRAFUENTES, MPA**
Admin. Officer II
- MS. LADENICE CIARA D. TOLIBAS, MSDCM**
Admin. Asst. VI
- MS. CHRISTINE E. TATAD**
Admin. Aide VI

SECTION 4. FUNCTIONS OF THE PLGT SECRETARIAT

- 4.1 Review and assist in the assembly of documents, records and reports of the PLGT Team in coordination with Provincial offices;
- 4.2 Facilitate meetings of the PLGT Team and record proceedings and discussion thereat;
- 4.3 Assist in the preparation of reports of the PLGT Team; and
- 4.4 Perform other tasks which may be assigned by the PLGT Team from time to time.

SECTION 5. EFFECTIVITY

This Order shall take effect immediately upon signing hereof.

Issued this 3rd day of May _____ 2016 at the Provincial Capitol, Government Center, Mankilam, Tagum City, Davao del Norte, Philippines.


RODOLFO P. DEL ROSARIO
Governor