



REPUBLIC OF THE PHILIPPINES

CITY OF ISABELA

Province of Basilan

Office of the City Mayor

Isabela City Hall Complex, Sunrise Village, Isabela City, Basilan, Philippines

EXECUTIVE ORDER NO. 012  
Series of 2022<sup>nd</sup>

**AN ORDER CREATING THE LOCAL GOVERNANCE TRANSITION TEAM OF THE CITY OF ISABELA**

**WHEREAS**, in view of the forthcoming 2022 National and Local Elections, the Department of The Interior and Local Government (DILG) issued Memorandum Circular No. 2022-029 dated March 10, 2022, requiring all Provincial Governors, City Mayors, and Municipal Mayors to create a Local Governance Transition Team in their respective Local Government Units (LGUs);

**WHEREAS**, to prepare for the effective turnover of responsibilities to ensure continuity in local governance, the City Government of Isabela shall create its Local Governance Transition Team;

**NOW THEREFORE, I, SITTI DJALIA TURABIN HATAMAN**, by virtue of the powers vested in me by law as City Mayor of Isabela, Basilan, do hereby order the creation of the Local Governance Transition Team of the City of Isabela as provided in the following:

**SECTION 1. COMPOSITION.** The Local Governance Transition Team of the City of Isabela, Province of Basilan shall be composed of the following:

Chairperson: **SITTI DJALIA TURABIN HATAMAN**  
City Mayor

Vice Chairperson: **JOEL L. ZANORIA**  
City Administrator

Members: **PILAR V. GUDIO**  
CLGOO, DILG Isabela City Field Operations

**RODELA A. NUÑAL**  
Secretary to the Sanggunian, SP

**MIRIAM L. SUACITO**  
Executive Director, Nagdilaab Foundation, Inc.

**ROSELLA T. LUNA**  
Acting City Human Resources & Management Officer



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**ENGR. EDGARDO C. HALASAN**

City Planning and Development Coordinator

**EUGENE B. STRONG**

City General Services Officer

Acting City Agriculturist

**ESTRELLA S. DUNDAIN**

City Budget Officer

**MARY JANE F. ABENOJAR**

Acting City Treasurer

**DR. MOHREIN H. ISMAEL VI**

City Health Officer

**NOR-AINA B. ASMARA**

Acting City Social Welfare & Development Officer

**ENGR. GIAN CARLO E. LUNA**

Acting City Engineer

**CLAUDIO M. RAMOS II**

City Tourism Officer

**DAYANG MIRHAMA A. JALJALIS**

City Civil Registrar

**ABDEL AZIZ S. EDRIS**

City Accountant

**MENDRY-ANN A. LIM**

City Information Officer

**ARADELRIA P. BELLENG**

PESO Manager

**JESSIELYN O. PUNO**

City Population Officer

**DR. ERWIN ROY L. JALAO**

City Veterinarian

**VIDO F. YU**

City Assessor

**USO DAN SALASIM**

LDRRMO IV/Acting CDRRMO

**ABOU MOHAMMAD E. ASMAWIL**

City Cooperative Officer

**SECTION 2. DUTIES AND RESPONSIBILITIES.** To ensure safe keeping of LGU records and documents and the protection of LGU assets during the election period; and to ensure the smooth local governance transition to the newly elected or re-elected local officials on 30 June 2022, the Team shall perform the following tasks and responsibilities:

1. Conduct an inventory of the following LGU properties:
  - i. Immovable properties such as land, permanent structures 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 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 2021);
- ii. COA Report (CY 2021)
- iii. Contracts and Loan Agreements;
- iv. Comprehensive Development Plan;
- v. Provincial/Local Development Investment Program;
- vi. Annual Investment Program (CY 2022);
- vii. Comprehensive Land Use Plan;
- viii. Provincial Development and Physical Framework Plan;
- ix. Capacity Development Agenda or Program;
- x. Executive-Legislative Agenda;
- xi. Organizational Structure and Staffing Pattern;
- xii. Inventory of Personnel by Nature of Appointment;
- xiii. Executive Orders, Ordinances and Resolutions;
- xiv. LGU Devolution Transition Plan;
- xv. LGU Results Matrices (for Provinces and NCR LGUs)
- xvi. Reengineering Plan on LGU Systems and Procedures;
- xvii. LGU Citizen's Charter
- xviii. Public Service Continuity Plan;
- xix. Gender and Development (GAD) Plan and Budget; and
- xx. The following Full Disclosure Policy documents:
  - a. Annual Budget (CY 2022);
  - b. Statement of Indebtedness Payments and Balances (CY 2021)
  - c. Statement of Receipts and Expenditures (CY 2021);
  - d. Annual Procurement Plan or Procurement List (CY 2022);
  - e. Annual GAD Accomplishment Report (CY 2021);
  - f. Statement of Cash Flow (CY 2022, 1st Quarter);
  - g. Bid Results on Civil Works, Goods and Services, and Consulting Services (CY 2022, 1st Quarter);
  - h. Report of Special Education Fund Utilization (CY 2022, 1st Quarter);
  - i. Trust Fund Utilization (CY 2022, 1st Quarter);
  - j. Human Resource Complement (CY 2022, 1st Quarter);
  - k. Unliquidated Cash Advances (CY 2022, 1st Quarter);
  - l. Supplemental Procurement Plan (CY 2021)
  - m. 20% Component of the IRA Utilization (CY 2022, 1st Quarter);
  - n. Local Disaster Risk Reduction and Management Fund Utilization (CY 2022, 1st Quarter)




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 of re-elected officials;
4. Organize a turnover ceremony for the incoming local officials, to include a briefing on the Governance Assessment Report and key challenges, to be conducted on 30 June 2022 and,
5. Ensure the accomplishment of the Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials, to be submitted not later than 11 July 2022 to their Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.

**SECTION 3. REPEALING CLAUSE.** All orders, rules and regulations, issuance, or any part thereof inconsistent with the provisions of this Executive Order are hereby repealed, amended, or modified accordingly.

**SECTION 4. EFFECTIVITY.** This Executive Order shall take effect immediately.

Done this 12th of APRIL, 2022 in Isabela City, Basilan Province.

  
**SITTI DIALIA TURABIN HATAMAN**  
City Mayor

