



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Davao

EXECUTIVE ORDER NO. 17
Series of 2022

**AN ORDER CREATING AND CONSTITUTING THE CITY GOVERNANCE
TRANSITION TEAM, DEFINING ITS DUTIES AND RESPONSIBILITIES, AND FOR
OTHER PURPOSES**

WHEREAS, Section 2 (a) of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991", declares that it is the policy of the State that the territorial and political subdivisions of the State shall enjoy genuine and meaningful local autonomy to enable them to attain their fullest development as self-reliant communities and make them more effective partners in the attainment of national goals;

WHEREAS, Department of the Interior and Local Government (DILG) issued Memorandum Circular (MC) No. 2022-029 on March 10, 2022 to ensure the safekeeping of Local Government Unit (LGU) records and documents and the protection of LGU assets during the election period, and guarantee the smooth local governance transition of the new and re-elected local officials;

WHEREAS, pursuant to the aforesaid Memorandum Circular, all Provincial Governors, City Mayors and Municipal Mayors are required to create in their respective LGUs a Local Governance Transition Team;

WHEREAS, there is a need for the City Government of Davao to create a Governance Transition Team to prepare for the effective turnover of responsibilities in order to ensure continuity in local governance after the 2022 National and Local Elections.

NOW, THEREFORE, I, SARA Z. DUTERTE, Mayor of Davao City, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. CREATION AND COMPOSITION – The City Governance Transition Team ("CGTT" for brevity) is hereby created, and it shall be composed of the following persons and/or heads of the following offices, to wit:

Chairperson : City Mayor or her duly authorized representative
Co – Chairperson : To be elected from among the members by simple majority vote

Members:

- a. All Department Heads;
- b. DILG City Director or City Local Government Operations Officer;
- c. Secretary, Sangguniang Panlungsod ng Davao;
- d. Representative, Public Administration Development Committee

All members of CGTT are hereby directed to name their respective alternate and permanent representative who shall take their place in case of their absence.

SECTION 2. DUTIES AND FUNCTIONS – Per DILG MC No. 2022-09, the CGTT shall have the following tasks and responsibilities:

1. Conduct an inventory of the following properties of the City Government of Davao:
 - 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.

2. Gather, secure, and preserve all official documents and/or records of official transactions of the City Government of Davao, 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. City Development Investment Program;
 - vi. Annual Investment Program (CY 2022);
 - vii. Comprehensive Land Use Plan;
 - viii. Capacity Development Agenda or Program;
 - ix. Executive-Legislative Agenda;
 - x. Organizational Structure by Nature of Appointment;
 - xi. Executive Orders, Ordinances and Resolutions;
 - xii. Reengineering Plan on LGU Systems and Procedures;
 - xiii. City of Davao Citizen's Charter;
 - xiv. Public Service Continuity Plan;
 - xv. Gender and Development (GAD) Plan and Budget; and
 - xvi. The following Full Disclosure Policy documents:
 - a. Annual Budget (CY 2022);
 - b. Statement of Indebtedness, payments and Balances (CY 2021);
 - b. Statement of Receipts and Expenditures (CY 2021);
 - c. Annual Procurement Plan or Procurement List (CY 2022);
 - 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); and
 - 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 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 Sangguniang Panglungsod, and DILG Field Office.
6. To promote actively and strongly endorse the observance at all times of the universally cooperative principles as enshrined in the Cooperative Code in the performance of the above functions;
7. Perform other duties and functions necessary to carry out the purpose of this Executive Order.

SECTION 3. SECRETARIAT – The City Administrator’s Office is hereby directed as the Secretariat who shall handle all administrative and secretarial functions of the CGTT.

SECTION 4. FUNDING/OPERATING COST – All costs pertaining to the operations of the CGTT shall be taken from the available funds of the City Government of Davao, subject to the usual accounting and auditing rules and regulations.

SECTION 5. REPEALING CLAUSE. All previous Executive Orders inconsistent with this Executive Order are hereby repealed or modified accordingly.

SECTION 6. SEPARABILITY CLAUSE – If any provisions of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 8. EFFECTIVITY – This Executive Order shall take effect immediately.

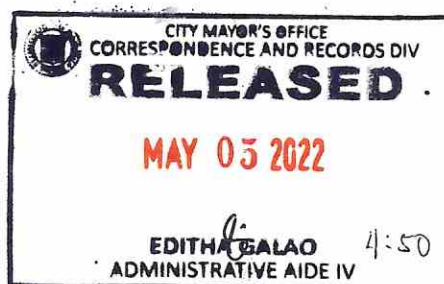
DONE in the City of Davao, Philippines on MAY 05 2022.

SARA Z. DUTERTE
City Mayor

[Signature]
SEBASTIAN Z. DUTERTE
Acting City Mayor

Attested by:

[Signature]
ATTY. ZULEIKA T. LOPEZ
City Administrator



Ref. no. CRD050522-8