



REPUBLIC OF THE PHILIPPINES

MUNICIPALITY OF PASACAO
OFFICE OF THE MUNICIPAL MAYOR

Tel. No.: (054) 513-9111

lgupasacao@gmail.com

EXECUTIVE ORDER NO.024

Series of 2023

**AN ORDER CREATING THE MUNICIPAL ASSESSMENT AND TRANSITION TEAM (MATT)
FOR THE CONDUCT OF THE SYNCHRONIZED BARANGAY AND SANGGUNIANG
KABATAAN ELECTIONS (BSKE)**

WHEREAS, it is a declared policy of the State that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government.

WHEREAS, Section 375 and 376 of the Republic Act No. 7160 otherwise known as the Local Government Code of 1991 provides for the "Primary and Secondary Accountability of Government Property" which mandates that each head of department or office of a province, city, municipality or barangay shall be primarily accountable for all the government property assigned and issued to his department or office and shall exercise due diligence in the utilization and safekeeping thereof.

WHEREAS, Republic Act No. 11935 mandates the conduct of the synchronized Barangay and Sangguniang Kabataan Elections on the last Monday of October 2023 or October 30, 2023 and every three (3) years thereafter and the assumption of office of the elected Barangay and SK officials shall commence at noon of November 30, 2023.

WHEREAS, the Department of the Interior and Local Government (DILG) issued DILG Memorandum Circulars 2013-115 dated October 17, 2013, DILG MC No. 2018-12 dated February 1, 2018 and DILG MC 2023-047 dated March 21, 2023 respectively, whereby City/Municipal Mayors are enjoined to ensure the smooth and orderly turnover of responsibilities for the proper use and care of government funds and properties by the barangays and SKs.

WHEREAS, the said Memorandum Circulars mandate the City/Municipal Mayors to create and organize the City/Municipal Assessment and Transition Team (MATT) through an Executive Order.

WHEREAS, the MATT shall facilitate the assessment and conduct an inventory of all government properties under the outgoing Barangay and Sangguniang Kabataan Official's (BSKOs) custody and ensure that the same are properly turned over to the incoming BSKOs, among others.

NOW, THEREFORE, I, JORGE R. BENGUA, Municipal Mayor of the Municipality of Pasacao, Camarines Sur by the virtue of powers vested in me by law, do hereby order the creation of the Municipal Assessment and Transition Team (MATT).





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SECTION 1. COMPOSITION

The MATT shall be composed of the following:

MATT Chairperson:	Lea M. Luansing Municipal Accountant
MATT Co-Chairperson:	Relly R. Penaredondo MLGOO
C/MATT Vice Chairpersons:	Jean B. Oco Municipal Treasurer
C/MATT Members:	Allan A. Bihag Municipal Assist. Treasurer Marvie M. Candelaria Municipal Budget Officer Desiree Glenda E. Briones Local Youth Development Officer Maria S. Ador CSO Representative 1 Dennis R. Gerona CSO Representative 2 Eva A. Pascuin CSO Representative 3 Aljone Miravalles LYDC Representative 1 Leonel Joaquin Barnedo LYDC Representative 2

SECTION 2. DUTIES AND RESPONSIBILITIES

1. Remind all Punong Barangays, SK Chairpersons and other accountable BSKOs to conduct initial and final inventory, prepare and submit the list of the government properties under their custody.
2. Supervise the BIT and SKIT in the conduct of inventory and turnover of their respective B/SK PFRDs and Money accountabilities.
3. Plan and schedule the conduct of assessment and checking of B/SK inventory of PFRDs and Money Accountabilities of the component barangays and SKs.
4. Conduct assessment, verification and checking of the actual physical count of the PFRDs of the component barangays and SKs as against the accomplished Inventory and Turnover Forms prepared and submitted by BSKOs
5. Ensure the completeness of B/PFRD/SK/PFRDs and liquidation of all money accountabilities by the concerned accountable Barangay officials before the conduct of the Turnover Ceremony.
6. Submit to the Municipal Mayor a list containing the names of the accountable BSKOs who failed to turnover B/SK PFRDs and money accountabilities, if any.
7. Assist the Municipal Mayor in ensuring the smooth and orderly transition and the successful conduct of the turnover ceremony by the outgoing BSKOs to the newly elected/re-elected BSKOs.





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SECTION 3. EFFECTIVITY

This Order shall take effect immediately upon signing and will continue to be in full force and effect until amended, repealed or modified accordingly.

SECTION 4. REPEALING CLAUSE

Provisions of existing Executive Orders which are inconsistent with the provisions of this Order are hereby repealed and/or modified accordingly.

SO ORDERED.

APPROVED, this 16th day of August 2023

HON. JORGE R. BENGUA
Municipal Mayor

Copy furnished:
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