



MUNICIPALITY OF ASINGAN

OFFICE OF THE MUNICIPAL MAYOR

2/F Municipal Hall, Poblacion, Asingan, Pangasinan 2439 | Tel. (075) 632-8612
Email: asenso.asingan2022@yahoo.com | Website: www.asingan.gov.ph



AWARDEE:
2016 2017 2019
2023 2024

EXECUTIVE ORDER NO. 011, S-2025

PROVIDING FOR THE CREATION OF THE LOCAL GOVERNANCE TRANSITION TEAM (LGTT) OF THE MUNICIPALITY OF ASINGAN, PANGASINAN, ITS COMPOSITION AND FUNCTIONS, AND FOR OTHER PURPOSE

WHEREAS, Memorandum Circular No. 2025-016, issued by the Department of Interior and Local Government (DILG), mandates the creation of a Local Governance Transition Team in preparation for the effective turnover of responsibilities to ensure continuity in local governance in view of the forthcoming 2025 National and Local Elections;

WHEREAS, Section 2 of Presidential Decree No. 1445, otherwise known as the "Government Auditing Code of the Philippines" states that it is the 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 operation of government;

WHEREAS, Section 444 of RA No. 7160 or the Local Government Code of 1991 states that it is within the powers and duties of the Municipal Mayor to issue such executive orders for the faithful and appropriate enforcement and execution of laws and ordinances;

NOW, THEREFORE, I, Engr. CARLOS F. LOPEZ, JR., Municipal Mayor of Asingan, Pangasinan, premises considered, by virtue of the powers vested in me by law, do hereby order and decree the following:

SECTION 1. COMPOSITION. The Local Governance Transition Team is hereby constituted and shall be composed of:

Chairperson:	Engr. CARLOS F. LOPEZ, JR. – Municipal Mayor
Vice Chairperson:	Hon. HEIDEE L. GANIGAN-CHUA – Municipal Vice-Mayor
Members:	EnP MANILA T. CORTEZ – Temporary MPDC Designate
	Dr. RONNIE S. TOMAS – Municipal Health Officer
	EMELY S. BADUA – Municipal Budget Officer
	MARJORIE V. TINTE, CPA – Municipal Accountant
	IMELDA T. SISON – Municipal Treasurer
	EDNA C. PADAYAO – Municipal Assessor
	TERESA O. MAMALIO, RSW – MSWD Officer
	ENGR. BENJAMIN B. GINES, JR. – Mun. Engineer/OIC, Local Civil Registrar
	MINERVA L. ROSAS – Municipal Agriculturist
	RIZALINA C. AYING – SLEO/PESO Manager
	PORFERIO R. TENDERO – Senior Administrative Assistant V
	Dr. JESUS G. CARDINEZ – LDRRMO III
	ALEJANDRO S. TORIO – Marker Supervisor III
	JULIAN M. ILUMIN – SEMS/MENRO Designate
	CRISMAN O. OLIVAS – LAOO I/Storekeeper Designate
	Engr. JETHRO ALEXIS O. MONCE – Engineer I/Inventory Team Leader
	ROSALIE A. JOVER – Administrative Officer V/GAD Focal Person
	MYRNA LUISA M. ALIPIO – Administrative Officer IV (HRMO II)
	MICHAEL C. SOLIVEN – LDRRMO I/Tourism Officer
	BRECHIE JANE O. ARELLANO – MLGOO Asingan
	DIOSDADO C. BALANGA – Secretary to the Sangguniang Bayan
CSO Representative:	BETTY V. RAFANAN – President, Asingan People's Council
	MARGIE R. CULAR – KALIPI
	SAMUEL S. VELORIA – Asingan Federation of PWDs



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SECTION 2. DUTIES AND RESPONSIBILITIES. The Transition Team shall ensure the safekeeping of LGU records and documents and the protection of LGU assets during the election period. It shall ensure the smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2025. Specifically, the Team shall perform the following duties and tasks:

1. Conduct an inventory of the following LGU properties:
 - a. Immovable properties such as land, permanent structures such as buildings, infrastructure facilities and its improvements, and machineries made immovable;
 - b. Movable properties such as vehicles, office equipment furniture, fixtures, and office supplies stocks, among others; and
 - c. On-going projects, especially infrastructure projects such as roads, buildings, water supply and sanitation, and other development projects to include data such as physical accomplishments and financial status.
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:
 - a. Governance Assessment Report (CY 2024)
 - b. COA Report (CY 2024)
 - c. Contracts and Loan Agreements
 - d. Comprehensive Development Plan
 - e. Local Development Investment Program
 - f. Annual Investment Program (CY 2024)
 - g. Comprehensive Land Use Plan
 - h. Local Development and Physical Framework Plan
 - i. Capacity Development Agenda or Program
 - j. Executive-Legislative Agenda
 - k. Organizational Structure and Staffing Pattern
 - l. Inventory of Personnel by Nature of Appointment
 - m. Executive Orders, Ordinances, and Resolutions
 - n. LGU Devolution Transition Plan
 - o. LGU Results Matrices
 - p. Reengineering Plan on LGU Systems and Procedures
 - q. LGU Citizen's Charter
 - r. Public Service Continuity Plan
 - s. Gender and Development (GAD) Plan and Budget;
 - t. The following Full Disclosure Policy documents:
 - i. Annual Budget (CY 2025)
 - ii. Statement of Indebtedness, Payments, and Balances (CY 2024)
 - iii. Statement of Receipts and Expenditures (CY 2024)
 - iv. Annual Procurement Plan or Procurement List (CY 2025)
 - v. Annual GAD Accomplishment Report (CY 2024)
 - vi. Statement of Cash Flow (CY 2025, First Quarter)
 - vii. Bid Results on Civil Works, Goods, and Services, and Consulting Services (CY 2025, First Quarter)
 - viii. Report of Special Education Fund Utilization (CY 2025, First Quarter)
 - ix. Trust Fund Utilization (CY 2025, First Quarter)
 - x. Human Resource Complement (CY 2025, First Quarter)
 - xi. Unliquidated Cash Advances (CY 2025, First Quarter)
 - xii. Supplemental Procurement Plan (CY 2025)
 - xiii. 20% Component of IRA Utilization (CY 2025, First Quarter)
 - xiv. Local Disaster Risk Reduction and Management Fund Utilization (CY 2025, First Quarter)



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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 of ceremony for the incoming local officials, to include a briefing on the Governance Assessment Report and key challenges, to be conducted on June 30, 2025;
5. Ensure the accomplishments of the Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials, to be submitted not later than July 11, 2025 to their Human Resource Management Office, Office of the Sangguniang Bayan Secretariat, and the DILG Field Office.

SECTION 3. SEPARABILITY CLAUSE. If any provision of this Executive Order is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

SECTION 4. REPEALING CLAUSE. All previous executive orders, rules, regulations, and issuances, or parts thereof, which are inconsistent with the provisions of this Order are hereby repealed, modified, or amended accordingly.

SECTION 5. EFFECTIVITY CLAUSE.

This Executive Order shall take effect immediately and shall remain in effect unless sooner revoked or amended.

Let copies hereof be furnished to all concerned for information, reference, and guidance.

DONE this 2nd day of May 2025 in the Municipality of Asingan, Pangasinan, Philippines.

ENGR. CARLOS B. LOPEZ, JR.
Municipal Mayor