

VISION
A socioeconomically developed town with empowered people who nurture their heritage and sustainably manage their resources through shared and service-oriented governance



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF LOON
Office of the Mayor



MISSION
To create a socioeconomically developed environment through sustainable management of resources and enhancement of people's capabilities for inclusive growth

EXECUTIVE ORDER NO. 22
Series of 2023

CREATING THE MUNICIPAL ASSESSMENT AND TRANSITION TEAM (MATT)

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 operations of government;

WHEREAS, Section 375 of the Local Government Code of 1991 provides for the "Primary and Secondary Accountability for Government Property", wherein the Punong Barangay (PB) shall be primarily accountable for all government properties assigned or issued at the barangay level. The person or persons entrusted with the possession or custody of such government properties, under the accountability of the PB, shall be immediately accountable to the PB;

WHEREAS, Section 376 of the same Code provides for the "Responsibility for Proper Use and Care of Government Property" by the concerned local officials who are in actual physical possession of government property or entrusted with its custody and control;

WHEREAS, Article 71, Rule XIV defines Elective Local Officials to include the Members of the Sangguniang Kabataan as elective officials at the barangay level;

WHEREAS, the Commission on Audit (COA) *Handbook on Financial Transaction of the Sangguniang Kabataan* mandates that the SK Chairperson shall be immediately and primarily responsible for all the funds and property pertaining to the SK, and the proper handling or custody of the funds and property of the SK rests with the SK Treasurer;

WHEREAS, Republic Act 11935, *An Act Postponing the December 2022 Barangay and Sangguniang Kabataan Elections, Amending for the Purpose Republic Act No. 9164, As Amended, Appropriating Funds Therefor, and for Other Purposes*, provides that the Barangay and Sangguniang Kabataan Elections shall be held 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;

NOW THEREFORE, premises considered and by virtue of the authority vested upon me under the Local Government Code and other existing laws, I, Elvi Peter L. Relampagos, mayor of the Municipality of Loon, Bohol, do hereby declare and order the following:

Section 1. Creation of the Municipal Assessment and Transition Team (MATT). – There shall be created in the Local Government Unit of Loon a Municipal Assessment and Transition Team, to be composed of the following:

Chairperson: Arnulfo S. Relampagos, *Municipal Accountant*
Co-Chairperson: Glenda A. Laude, *Municipal Local Government Operations Officer*
Vice-Chairpersons: Teodomiro P. Cortico, *Municipal Treasurer*
Celso R. Orion, *In-Charge, General Services Office*

Members: Sheila L. Castrojo, *Municipal Budget Officer*
Fe. L. Millanes, *In-Charge, Business Permits & Licensing Office*
Genara F. Sacal, *CSO Representative (Senior Citizens)*
Ailyn C. Cabanas, *CSO Representative (PWDs)*
Darlita P. Orcullo *CSO Representative (Cooperatives)*
Servando Leopargas, *Representative, MSWDO (Youth Affairs)*
Oliver Algusar, *Representative, MSWDO (Multisectoral)*
Dioscoro M. Robles, *Representative, Child Development Workers*

Section 2. Duties and Functions of the Municipal Assessment and Transition Team. – The duties and functions of the MATT shall be as follows:


- 2a. Remind all Punong Barangay, SK Chairpersons and Other accountable BSKOs to conduct initial and final inventory, prepare and submit the list of the government properties under their custody.
- 2b. Supervise the Barangay Inventory Team (BIT) and Sangguniang Kabataan Inventory Team (SKIT) in the conduct of inventory and turnover of Barangay/Sangguniang Kabataan Properties, Financial Records and Documents (B/SK PFRDs) and money accountabilities;
- 2c. Plan and schedule the conduct of assessment and checking of B/SK inventory of PFRDs and Money Accountabilities:
- 2d. Conduct assessment, verification and checking of the actual physical count on PFRDs of the barangays and SKs as against the accomplished Inventory and Turnover Forms prepared and submitted by BSKOs;
- 2e. Ensure completeness of B/PFRDs/SKBFRDs and liquidation of all money accountabilities by the concerned accountable barangay officials before the conduct of Turnover Ceremony;
- 2f. Submit to the Municipal Mayor a list, containing the names of accountable barangay and SK officials, who failed to turnover B/SK PFRDs and money accountabilities, if any; and
- 2g. Assist the Municipal Mayor in ensuring a smooth and orderly transition and the successful conduct of turnover ceremony by the outgoing BSKOs to the newly elected/ re-elected barangay officials.

Section 3. Compensation and Remuneration. – The Chairman and members of the MATT shall perform their duties as such without compensation or remuneration.

Section 4. Repealing Clause. – All other orders, issuances and memoranda that are inconsistent herewith are hereby repealed or modified accordingly.

Section 5. Effectivity. – This Executive Order shall take effect immediately.

Issued this 31st day of August 2023 in the Municipality of Loon, Bohol.


ELVI PETER L. RELAMPAGOS
Mayor 