



Republic of the Philippines  
Province of Cagayan  
Municipality of Santa Ana

**OFFICE OF THE MAYOR**



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**EXECUTIVE ORDER NO. 10-2022**

**“AN ORDER CREATING THE LOCAL GOVERNANCE TRANSITION TEAM OF SANTA ANA, CAGAYAN”**

**WHEREAS, it is imperative to prepare for the effective turnover of responsibilities to ensure continuity in local governance;**

**WHEREAS, DILG Memorandum Circular No. 029-2022 mandates all municipalities to create the 2022 Local Governance Transition Team to ensure safe keeping of LGU records and documents and the protection of LGU Assets during the election period;**

**NOW THEREFORE, I, NELSON P. ROBINION, Municipal Mayor of Santa Ana, Cagayan by virtue of the power vested in me by law do hereby order;**

**SECTION I – The Local Governance Transition Team ( LGTT) of Santa Ana, Cagayan is hereby created to be composed of the following:**

**Chairperson : Hon. Nelson P. Robinion, Municipal Mayor**  
**Vice Chairperson : (To be elected from among the members by simple majority vote)**  
**Members : Department Head of LGU-Sta. Ana, Cagayan**  
**Mr. Michael G. Villamin, MLGOO**  
**Mr. Edvelino Y. Pascua, SB Secretary**  
**Ms. Twinkle U. Perucho, RIC President**  
**Pastor Ernesto Gavino, SAMA President**

**SECTION II – Tasks and Responsibilities.**

**The LGTT shall ensure the smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2022 and shall perform the following tasks and responsibilities:**

- 1) Conduct an inventory of LGU properties.**
  - a. Immovable properties such as land, permanent structures and its improvement, and machineries made immovable.**
  - b. Movable properties (vehicle, office equipments, furnitures, fixtures and office supply stocks, etc.**
- 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.**
  - a. Governance Assessment Report, CY 2022**
  - b. COA Report CY 2021**
  - c. Contracts and Loan Agreements**
  - d. CDP**
  - e. LDIP**
  - f. AIP CY 2022**
  - g. CLUP**
  - h. CAP DEV Agenda/Program**
  - i. Organizational Structure**
  - j. Executive-Legislative Agenda**
  - k. E.O.s, Ordinance, Resolutions**
  - l. Re-engineering Plan on LGU System/Procedures**
  - m. Citizens Charter**



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- n. GAD Plan
- o. FDP documents

- 3) Turn over accountabilities using the prescribed forms, incase of new set of incoming elected officials; and updated list of accountabilities, incase of re-elected officials.
- 4) Organize a turn over ceremony for the incoming local officials, to include a briefing of the Government Assessment Report and key challenges, to be conducted of June 30, 2022.
- 5) Ensure the accomplishment of Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials, but to be submitted not later than July 11, 2022 to their HRMO, SB Office and DILG Field Office.

### SECTION III – SANCTIONS

Non-compliance to the provisions of this E.O. shall be dealt with in accordance to applicable laws and other pertinent issuances.

### SECTION IV – EFFECTIVITY

This Executive Order shall take effect immediately.

DONE this 17<sup>th</sup> day of March 2022 at Santa Ana, Cagayan.

  
NELSON P. ROBINION  
Municipal Mayor