



OCTOBER 17, 2013

MEMORANDUM CIRCULAR

No. 2013-115

TO : ALL CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS,
DILG REGIONAL DIRECTORS, ARMM REGIONAL GOVERNOR
AND OTHERS CONCERNED

SUBJECT : INVENTORY AND TURNOVER OF BARANGAY FINANCIAL
RECORDS AND PROPERTIES

In the furtherance of transparent and accountable local governance, and in view of the forthcoming barangay elections, it is imperative to prepare for an effective turnover to the incoming officials on November 30, 2013.

Accordingly, all out-going Punong Barangays are enjoined to create a Transition Team, with the following composition and tasks or responsibilities:

Composition

Chair : Outgoing Punong Barangay

Members : One (1) Kagawad
Barangay Secretary
Barangay Treasurer
Bookkeeper or representative from the city/ municipal government

Tasks or Responsibilities of the Team

The Team shall ensure smooth local governance transition to the newly-elected or re-elected barangay officials. As such, the Team shall:

1. Conduct or update the inventory of all properties, finances and documents of the barangay, beginning October 1, 2013 until November 15, 2013;
2. See to it that:
 - (a) All financial records and transactions are intact; and
 - (b) All officials in actual possession of, or entrusted with, the custody or control of supplies or property are held accountable for such;
3. Assemble all documents, such as, but not limited to, the following:
 - (a) Legislative records;
 - (b) Administrative records and supplies;
 - (c) Transcripts of Lupon meetings and cases;



- (d) Registry of Barangay Inhabitants; and
- (e) List of Members of Barangay Assembly,

and ensure that the said documents are complete and updated;

4. Turn-over accountabilities using the attached prescribed forms;
5. Organize a turn-over ceremony, to include a briefing on the State of Barangay Governance, Financial Performance and Key Challenges to the incoming set of officials; and
6. Ensure that all outgoing barangay officials secure clearance from the Barangay Treasurer.

The Barangay Treasurer who is applying for property clearance shall secure such clearance from the Punong Barangay (Sec. 12, Rule 15, DOF-DOS Joint Department Order No. 1-75).

In case of loss of barangay property occurring in transit or due to calamity, the concerned official is to file a request for relief, together with the following documents, as per Article 442, IRR of the Local Government Code:

- Affidavit of accountable officer containing a statement of facts and circumstance of loss;
- Affidavit of two (2) disinterested persons cognizant of the facts and circumstances of loss;
- Final investigation report of the office or department head and proper government investigating agency; and
- A list and description including book value, date of acquisition, property number, account classification, condition of the property and other additional relevant information of the properties lost duly certified by the provincial/city general services officer, municipal treasurer or barangay treasurer, as the case may be.

The request for relief is to be filed with the concerned city or municipal auditor by the accountable officer within the statutory period of thirty (30) days or such longer period as may be allowed by the auditor, and is to be coursed through the Barangay Treasurer.

Relative thereto, all City or Municipal Mayors, in the exercise of their general supervision over the component barangays are hereby enjoined to ensure that there is smooth and orderly turnover of responsibilities for the proper use and care of government funds and properties.



All DILG Regional Directors and the ARMM Regional Governor are hereby directed to:

1. Cause the immediate and widest dissemination of this Memorandum Circular and ensure strict compliance by all concerned within their respective jurisdictions; and
2. Submit reports, using the attached forms, to the Secretary of Interior and Local Government, through the National Barangay Operations Office (NBOO) thru email at nboo.dilgco@gmail.com, before but not later than October 31 for Form 1 and December 15, 2013 for Form 2.

For compliance.


MAR ROXAS
Secretary




DILG-OSEC OUTGOING 13-02696

Turnover Form 1 (To be submitted NLT 10/31/13)

Regional Consolidated Report
ORGANIZATION OF TRANSITION TEAM
(DILG MC No. 2013-_____)

As of _____

| REGION (a) | PROV./HUC/ ICC (b) | TOTAL NO. OF BGYS. (c) | NO. OF BGYS THAT ORGANIZED A TRANSITION TEAM (d) | PERCENTAGE (e =d/c) |
|----------------------|------------------------------|----------------------------------|--|-------------------------------|
| | | | | |
| TOTAL | | | | |

Prepared by: _____

Noted:

Regional Director

Regional Consolidated Report
INVENTORY AND TURNOVER OF BARANGAY FINANCIAL RECORDS AND PROPERTIES
(DILG MC No. 2013-_____)
 As of _____

| REGION (a) | PROV./HUC/ ICC (b) | TOTAL NO. OF BGYS. (c) | NO. OF BGYS THAT ORGANIZED A TRANSITION TEAM (d) | PERCENTAGE (e =d/c) | TOTAL NO. OF BGYS THAT CONDUCTED INVENTORY (f) | PERCENTAGE (g=f/c) | NO. OF BGYS THAT HAVE NEWLY ELECTED PBs (h) | TOTAL NO. OF BGYS THAT TURNED OVER FRP (i) | PERCENTAGE (j=i/h) |
|---------------|-----------------------|------------------------------|--|------------------------|--|-----------------------|---|--|-----------------------|
| | | | | | | | | | |
| TOTAL | | | | | | | | | |

Note: FRP - Financial Records and Properties

Prepared by: _____

Noted:

 (Regional Director)