



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
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**OFFICE OF THE SECRETARY**

February 17, 2016

**MEMORANDUM CIRCULAR**

**NO. 2016- 21**

**TO :** ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS, THE ARMM REGIONAL GOVERNOR, AND OTHERS CONCERNED

**SUBJECT :** LOCAL GOVERNANCE TRANSITION

In view of the forthcoming national and local elections, and the importance of continuity in local governance, it is imperative to prepare for an effective turnover to the incoming officials on June 30, 2016.

Accordingly, every Provincial Governor, City Mayor and Municipal Mayor is enjoined to create a Local Governance Transition Team before but not later than April 8, 2016, with the following composition and tasks:

**A. Composition of the Team**

- Chairperson – Local Chief Executive
- Vice Chairperson – to be selected from among the members
- Members
  - All Department Heads
  - DILG Representative
  - NGO or PO Representative

**B. Tasks or Responsibilities of the Team**

The team shall ensure a smooth local governance transition to the newly-elected or re-elected local officials on June 30, 2016. As such, the Team shall:

1. Conduct an inventory of all local government units:
  - (a) Real or immovable properties such as land, buildings, infrastructure facilities and improvements and machineries; and
  - (b) Movable properties such as vehicles, office equipment, furniture, fixtures and supply stocks;

2. Assemble all documents or records such as, but not limited to, the following:
  - (a) CY 2014 Governance Assessment Report;
  - (b) CY 2015 COA Report;
  - (c) Contracts and Loan Agreements, if any;
  - (d) Comprehensive Development Plan;
  - (e) Local Development Investment Plan;
  - (f) CY 2016 Annual Investment Plan;
  - (g) Comprehensive Land Use or Physical Framework Plan;
  - (h) Capability Development Agenda;
  - (i) Executive-Legislative Agenda;
  - (j) Organizational Structure;
  - (k) Inventory of Personnel by Nature of Appointment;
  - (l) Executive Orders; and
  - (m) *Full Disclosure Policy Documents*:
    - (i) CY 2016 Annual Budget;
    - (ii) CY 2015 Statement of Debt Service;
    - (iii) CY 2015 Statement of Receipts and Expenditures;
    - (iv) CY 2016 Annual Procurement Plan;
    - (v) CY 2015 Annual GAD Accomplishment Report;
    - (vi) Quarterly Statement of Cash Flow (1<sup>st</sup> Quarter, CY 2016);
    - (vii) Bid Results on Civil Works, Goods and Services, and Consulting Services (1<sup>st</sup> Quarter, CY 2016);
    - (viii) Report of Special Education Fund Utilization (1<sup>st</sup> Quarter, CY 2016);
    - (ix) Trust Fund Utilization (1<sup>st</sup> Quarter, CY 2016);
    - (x) Manpower Complement (1<sup>st</sup> Quarter, CY 2016);
    - (xi) Unliquidated Cash Advances (1<sup>st</sup> Quarter, CY 2016);
    - (xii) Supplemental Procurement Plan (1<sup>st</sup> Quarter, CY 2016);
    - (xiii) 20% Component of the IRA Utilization (1<sup>st</sup> Quarter, CY 2016); and
    - (xiv) Report of Local Disaster Risk Reduction Management Fund Utilization (1<sup>st</sup> Quarter, CY 2016);
3. Turn-over of accountabilities using prescribed forms;
4. Organize a turn-over ceremony, to include a briefing on the Governance Assessment Report and Key Challenges to the incoming set of officials on June 30, 2016; and
5. Ensure the accomplishment and submission of Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials, and submit the same not later than July 8, 2016, to their respective Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.

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

1. Cause the widest dissemination of this Memorandum Circular to all local government units within their areas of assignments; and
2. Submit Local Government Transition Reports to reach the Secretary of Interior and Local Government, through the Bureau of Local Government Supervision, before but not later than July 15, 2016. The form can be accessed and accomplished through Google Drive at this link <https://bit.ly/1RZyHCW>.

For the information and guidance of all concerned.

  
MEL SENEN S. SARMIENTO  
Secretary 

