



Republic of the Philippines
Province of Pangasinan
MUNICIPALITY OF BAYAMBANG

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 25

Series of 2025

"AN ORDER ESTABLISHING THE LOCAL GOVERNANCE TRANSITION TEAM"

WHEREAS, Memorandum Circular No. 2025-016 issued by the Department of the Interior and Local Government (DILG) on March 3, 2025, mandates all Local Chief Executives to establish a Local Governance Transition Team to ensure a smooth transition of responsibilities and maintain service continuity following local elections, thereby minimizing disruptions and providing clarity for both outgoing and incoming officials;

WHEREAS, in response to the aforementioned Memorandum Circular, it is imperative to create a Local Governance Transition Team within the Local Government Unit of Bayambang, Pangasinan, to facilitate the seamless transfer of powers and responsibilities from outgoing officials to their successors and to ensure the continuity of local governance;

NOW, THEREFORE, I, MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO, Municipal Mayor of Bayambang, Province of Pangasinan, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. CREATION OF THE LOCAL GOVERNANCE TRANSITION TEAM. The Local Governance Transition Team for the Municipality of Bayambang, Pangasinan, is hereby established with the following members:

Chairperson: **MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**
Municipal Mayor

Vice-Chairperson: **ATTY. RODELYNN RAJINI SAGARINO-VIDAD**
Municipal Administrator

Members: **ALL DEPARTMENT HEADS**

JONATHAN PAUL M. LEUSEN, JR., CESO III
Regional Director, DILG Region I

EDITHA C. SORIANO
MLGOO-DILG

JOEL V. CAMACHO
SB-Secretary, LGU-Bayambang

"Baley ko, Pawilen ko, Aroen ko, tan Tulungan ko"



THE LONGEST BARBEQUE
8.016 KILOMETERS

April 4, 2014
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE (Supported)
50.23M

April 5, 2019
St. Vincent Ferrer Prayer Park
Barangay Bani, Bayambang
Pangasinan, Philippines

OFFICE OF THE MAYOR
Municipal Hall, Roxas St. Zone II,
Bayambang, 2423 Pangasinan
(075) 633-1000 Loc. 100
mayorsoffice@bayambang.gov.ph



ROMYL A. JUNIO

Chief Operations Officer

Kasama Kita sa Barangay Foundation, Inc.

CSO Representative

SECTION 2. DUTIES AND RESPONSIBILITIES. The LOCAL GOVERNANCE TRANSITION TEAM shall perform the following functions:

1. **Inventory of Properties:** Conduct a comprehensive inventory of all Local Government Unit (LGU) properties, including:
 - *Immovable Properties:* Land, buildings, infrastructure facilities, and their improvements.
 - *Movable Properties:* Vehicles, office equipment, furniture, fixtures, and office supplies.
2. **Document Preservation:** Collect, secure, and preserve all official documents and records of LGU transactions to ensure that critical information is maintained throughout the transition period, including:
 - Governance Assessment Report
 - COA Reports
 - Contracts and Loan Agreements, if applicable
 - Comprehensive Development Plan
 - Local Development Investment Plan
 - Annual Investment Plan
 - Comprehensive Land Use or Physical Framework Plan
 - Capability Development Agenda
 - Executive-Legislative Agenda
 - Organizational Structure
 - Inventory of Personnel by Nature of Appointment
 - Executive Orders
 - Full Disclosure Policy Documents
3. **Turnover of Accountabilities:** Facilitate the turnover of accountabilities using prescribed forms. For incoming officials, this will involve a formal handover, while re-elected officials should update their lists of accountabilities.
4. **Organization of Turnover Ceremony:** Plan and execute a turnover ceremony for incoming local officials, which should include a briefing on the Governance Assessment Report and highlight key challenges to provide the new administration with a clear understanding of the current governance landscape.

- 5. Completion of Personal Data Sheets:** Ensure that incoming elective local officials complete the Elective Local Official Personal Data Sheet (ELOPDS) and submit it by the specified deadline to relevant offices, including the Human Resources Management Office, Office of the Sanggunian, and the DILG Field Office.

These functions are designed to maintain continuity in local governance and safeguard the delivery of public services during periods of administrative change.

SECTION 3. EFFECTIVITY. This Executive Order shall take effect immediately and will remain in effect until amended or revoked.

DONE this 25th day of March 2025, in Bayambang, Pangasinan, Philippines.

MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO
Municipal Mayor

