



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
A. Francisco Gold Condominium II, EDSA cor. Mapagmahal Street
Barangay Pinyahan, Diliman, Quezon City

November 9, 2010

MEMORANDUM CIRCULAR

No. 2010 - 127

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

SUBJECT : INVENTORY AND TURN-OVER OF BARANGAY FINANCIAL
RECORDS AND PROPERTIES

In the furtherance of transparent and accountable local governance, all out-going Punong Barangays are directed to conduct an inventory of all properties, finances and documents of their barangays and to effect the smooth turn-over of the same to the incoming officials headed by the newly elected Punong Barangay when the latter assume office on noon of November 30, 2010. To do these, a transition team shall be created composed of the following:

Chair : Punong Barangay

Members :

1. One (1) Kagawad
2. Barangay Secretary
3. Barangay Treasurer
4. SK Chairman
5. Bookkeeper or representative from the city/municipal government

The said team shall undertake the following:

1. Conduct/Update the inventory of all properties, finances and documents of the barangay;
2. Make sure that all financial records and transactions are intact and shall ensure that all officials in actual possession of or entrusted with the custody or control of supplies or property are held accountable for such;
3. See to it that all documents, including but not limited to legislative records, administrative records and supplies, transcripts of Lupon meetings and cases, Registry of Barangay Inhabitants (RBI) and List of Members of Barangay Assembly are complete and updated;

4. Ensure that all records of the Katipunan ng Kabataan (KK) and Sangguniang Kabataan (SK), including minutes of its meetings and all properties and funds not otherwise deposited with the city/municipal and/barangay treasurer are ready for the turn-over to the next set of SK officials;

Further, all outgoing barangay officials shall be required to 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 following documents are necessary to be relieved of accountability.

The request for relief shall 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. The request shall be accomplished by the following documents: (Article 442, IRR of LGC)

- Affidavit of accountable officer containing a statement of the 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.

For this purpose, the request for relief shall be coursed through the barangay treasurer.

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

All DILG Field Officers are hereby directed to cause the immediate and widest dissemination of this Memorandum Circular and ensure strict compliance by all concerned.

For strict compliance.


JESSE M. ROBREDO
Secretary



Republic of the Philippines
DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT
IN REPLYING, PLEASE CITE:
SILG10-004288

