



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
 DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City
<http://www.dilg.gov.ph>



March 13, 2019

MEMORANDUM CIRCULAR

No: 2019-39

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS, DILG FIELD OFFICERS, ARMM REGIONAL GOVERNOR, AND OTHER CONCERNED

SUBJECT : 2019 LOCAL GOVERNANCE TRANSITION

1.0 Background

In view of the forthcoming 2019 midterm elections, it is imperative to prepare for an effective turnover of responsibility to ensure continuity in local governance.

2.0 Policy Content and Guidelines

2.1. The Local Governance Transition Team

- a. All Provincial Governors, City Mayors, and Municipal Mayors are required to create a Local Governance Transition Team in their respective Local Government Units (LGUs) not later than 08 April 2019.
- b. The Team shall be composed of the following:

Composition	Membership
Chairperson	Local Chief Executive
Vice Chairperson	To be elected among members by simple majority vote
Members	All Department Heads DILG Representative: <ul style="list-style-type: none"> • Provincial Director in case of provincial government • DILG City Director in case of city government • DILG Municipal Local Government Operations Officer in case of municipal government One (1) representative from a Civil Society Organization (CSO) or People's Organization

3.2 Duties and Responsibilities of the Local Governance Transition Team

To ensure the smooth local governance transition to the newly-elected or re-elected local officials on 30 June 2019, the Team shall perform the following tasks and responsibilities:

- a. Conduct an inventory of the following LGU properties:
 1. Immovable properties such as land, buildings, infrastructure facilities and its improvements, and machineries made immovable; and
 2. Movable properties such as vehicles, office equipment, furniture, fixtures, and office supply stocks, among others.
- b. Gather, secure, and preserve all official documents and/or records of LGU official transactions such as, but not limited to, the following documents:
 1. Governance Assessment Report (CY 2018);
 2. COA Report (CY 2018);
 3. Contracts and Loan Agreements;
 4. Comprehensive Development Plan;
 5. Local Development Investment Plan;
 6. Annual Investment Plan (CY 2019);
 7. Comprehensive Land Use or Physical Framework Plan;
 8. Capability Development Plan;
 9. Executive-Legislative Agenda;
 10. Organizational Structure;
 11. Inventory of Personnel by Nature of Appointment;
 12. Executive Orders; and
 13. The following Full Disclosure Policy documents:
 - i. Annual Budget (CY 2019);
 - ii. Statement of Debt Service (CY 2018);
 - iii. Statement of Receipts and Expenditures (CY 2018);
 - iv. Annual Procurement Plan (CY 2019);
 - v. Annual GAD Accomplishment Report (CY 2018);
 - vi. Statement of Cash Flow (CY 2019, 1st Quarter);
 - vii. Bid Results on Civil Works, Goods and Services, and Consulting Services (CY 2019, 1st Quarter);
 - viii. Report of Special Education Fund Utilization (CY 2019, 1st Quarter);
 - ix. Trust Fund Utilization (CY 2019, 1st Quarter);
 - x. Manpower Complement (CY 2019, 1st Quarter);
 - xi. Unliquidated Cash Advances (CY 2019, 1st Quarter);
 - xii. Supplemental Procurement Plan (CY 2019, 1st Quarter);
 - xiii. 20% Component of the IRA Utilization (CY 2019, 1st Quarter); and
 - xiv. Report of Local Disaster Risk Reduction Management Fund Utilization (CY 2019, 1st Quarter)

- c. Turnover accountabilities using the prescribed forms;
- d. Organize a turnover ceremony, to include a briefing on the Governance Assessment Report and key challenges to the incoming set of officials on 30 June 2019 for a more seamless leadership and management transitions; and,
- e. Ensure the accomplishment and timely submission of Elective Local Official Personnel Data Sheet (ELOPDS) by the incoming officials to be submitted not later than 08 July 2019 to respective Human Resource Management Office, Office of the Sanggunian, and DILG Field Office.

3.0 Monitoring and Reporting

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

- a. Submit a Local Government Transition Monitoring Report (LGTMR) to the Secretary of Interior and Local Government, through the Bureau of Local Government Supervision (BLGS) not later than 15 July 2019. Said deadline is non-extendable.
- b. Access to LGTMR Form is through the following link: <http://bit.ly/LGTMR2019>. Submission shall be done through electronic mail at blgspcmd@gmail.com with the subject header: "LGTMR 2019 <Region>"

4.0 Sanctions

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

5.0 Dissemination

All DILG Regional Directors and ARMM Regional Governor are directed to cause the widest dissemination of this Memorandum Circular to all LGUs within their areas of jurisdiction.

6.0 Effectivity

This Memorandum Circular shall take effect immediately.

7.0 Approving Authority


EDUARDO M. AÑO
Secretary 



8.0 Feedback

For related queries, kindly contact the Policy Compliance Monitoring Division of the Bureau of Local Government Supervision at telephone no. (02) 876 3454 loc. 4210 to 11.