



Republic of the Philippines  
Region 02  
Province of Cagayan  
MUNICIPALITY OF CAMALANIUGAN  
OFFICE OF THE MAYOR

Email address: [camalaniuganbestbegins@gmail.com](mailto:camalaniuganbestbegins@gmail.com)

## EXECUTIVE ORDER NO. 37 Series of 2023

### AN ORDER CREATING THE MUNICIPAL AUDIT AND TRANSITION TEAM IN THE MUNICIPALITY OF CAMALANIUGAN

**WHEREAS**, Republic Act No. 11935, also known as “An Act Postponing the December 2022 Barangay and Sangguniang Kabataan Elections, amending for the Purpose Republic Act No. 9164, as Amended, Appropriating Funds Therefor, and for Other Purposes”

**WHEREAS**, Section 1 of the said Act provides that the Synchronized Barangay and Sangguniang Kabataan Elections shall be held on the last Monday of October 2023;

**WHEREAS**, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2023- 047 dated March 21, 2023 on the Conduct of Inventory and Turnover of all Barangay and Sangguniang Kabataan (SK) Properties, Financial Records, Documents (PFRDs) and Money Accountabilities by all Incumbent Barangay and SK Officials, and the Creation of the Barangay and SK Inventory Team and the Municipal Assessment and Turnover Team, in view of the October 30, 2023 Barangay and Sangguniang Kabataan Elections;

**WHEREAS**, the said Circular mandates all Municipal Mayors to convene and create their respective Municipal Assessment and Transition Team, (MATT);

**NOW, THEREFORE, I, ISIDRO T. CABADDU**, Municipal Mayor, Municipality of Camalaniugan, Province of Cagayan, by virtue of the powers vested in me by law, do hereby order the creation of the Municipal Assessment and Transition Team, with the following provisions:

#### SECTION I. COMPOSITION:

The MATT shall be composed of the following:

Chairperson: **MERCENIÑA A. CASIBANG, CPA**  
Municipal Accountant

Co-Chairperson: **BERNADETTE O. FERRY**  
MLGOO

Vice Chairperson: **LOURDES U. CEPEDA**  
Municipal Treasurer

Members: **JANET A. TAPEC**  
Municipal Budget Officer

**GIGI I. CASTILLA, RSW**  
Local Youth Development Officer

**CAMALANIUGAN: “Where the BEST begins”**



Republic of the Philippines  
Region 02  
Province of Cagayan  
MUNICIPALITY OF CAMALANIUGAN  
OFFICE OF THE MAYOR

Email address: [camalaniuganbestbegins@gmail.com](mailto:camalaniuganbestbegins@gmail.com)

**PRECIOUS LEI MARIE GARAY**  
LYDC Member

**ISAIAH MIKAEL GASMEN**  
LYDC Member

**CARINA S. CHAN**  
CSO Representative  
Catholic Women's League – San Isidro Labrador

**RICARDO A. SARILE**  
CSO Representative  
The Kabalikat Civicom Association, Inc.

**ANDY C. BALLATAN**  
Municipal Coordinator, SBP Cagayan, Inc.

## SECTION II. ROLES AND RESPONSIBILITIES OF THE MATT:

1. Remind all Punong Barangay, SK Chairpersons and other accountable BSKOs to conduct initial and final inventory, prepare and submit the list of the government properties under their custody;
2. Supervise the BIT and SKIT in the conduct of inventory and turnover of their respective B/SK PFRDs and Money Accountabilities;
3. Plan and schedule the conduct of assessment and checking of B/SK inventory of PFRDs and Money Accountabilities of the component barangays and SKs;
4. Conduct assessment, verification and checking of the actual physical count of PFRDs of the component barangays and SKs as against the accomplished Inventory and Turnover Forms prepared and submitted by BSKOs;
5. Ensure completeness of BPFRDs/SKPPFRDs and liquidation of all money accountabilities by the concerned accountable barangay officials before the conduct of the Turnover ceremony;
6. Submit to the Municipality Mayor a list, containing the names of accountable BSKOs who failed to turnover B/SKPPFRDs and money accountabilities, if any; and
7. Assist the Municipal Mayor in ensuring the smooth and orderly transition, and the successful conduct of the turnover ceremony by the outgoing BSKOs to the newly elected/re-elected BSKOs.

## SECTION III. EFFECTIVITY:

This Executive Order shall take effect immediately upon its approval.

**SO ORDERED.**

**APPROVED**, this 9<sup>th</sup> day of August 2023 in Camalaniugan, Cagayan.

  
**ISIDRO T. CABADDU**  
Municipal Mayor

**CAMALANIUGAN: "Where the BEST begins"**