



**EXECUTIVE ORDER NO. PCG-06
SERIES OF 2023**

**CREATING THE PASIG CITY ASSESSMENT AND TRANSITION TEAM,
DEFINING ITS FUNCTIONS, AND FOR OTHER PURPOSES**

WHEREAS, it is a declared policy of the State that all government resources shall be managed, expended or utilized in accordance with law and regulations, and safeguarded against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy and effectiveness in the operations of government;

WHEREAS, Republic Act No. 11935 mandates the conduct of synchronized Barangay and Sangguniang Kabataan Elections (BSKE) on the last Monday of October 2023, or on 30 October 2023, and every three (3) years thereafter, and the assumption of office of the elected Barangay and Sangguniang Kabataan Officials (BSKOs) shall commence at noon of 30 November 2023;

WHEREAS, the Department of the Interior and Local Government issued DILG Memorandum Circular No. 2023-047 dated 21 March 2023, which requires the conduct of inventory and turnover of Barangay and SK Properties, Financial Records, and Documents to sustain a transparent, accountable, and smooth transition of governance between the outgoing and incoming BSKOs;

WHEREAS, in compliance with the abovementioned Memorandum Circular, it is necessary to create the City Assessment and Transition Team of Pasig;

NOW, THEREFORE, I, VICTOR MA REGIS N. SOTTO, Mayor of the City of Pasig, by virtue of the power vested in me by law, do hereby create the Pasig City Assessment and Transition Team, as follows:

SECTION 1. Composition. – The Pasig City Assessment and Transition Team (PCATT) shall be composed of the following:

Chairperson	:	City Accountant CITY ACCOUNTING OFFICE
Co-Chairperson	:	City Director DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG) - PASIG CITY FIELD OFFICE
Vice-Chairperson	:	City Treasurer CITY TREASURER'S OFFICE



- Members : City Budget Officer
CITY BUDGET OFFICE
- Chief
CITY TREASURER'S OFFICE – ADMINISTRATION DIVISION
- Local Youth Development Officer
LOCAL YOUTH DEVELOPMENT OFFICE
- Head
COMMUNITY RELATIONS AND INFORMATION OFFICE
(CRIO)
- Chief
OFFICE OF GENERAL SERVICES – ASSET MANAGEMENT
DIVISION
- Representative
LIGA NG MGA BARANGAY
- Representative
SANGGUNIANG KABATAAN FEDERATION
- At least two (2) Members
LOCAL YOUTH DEVELOPMENT COUNCIL
(except the LYDC President and Vice President)
- At least three (3) CSO REPRESENTATIVES
(preferably from the SGLG-B Team)

SECTION 2. Duties and Functions. – The PCATT shall exercise the following powers and functions:

- a. Remind all Punong Barangays, Sangguniang Kabataan Chairpersons, and other accountable BSKOs to conduct initial and final inventory, and to prepare and submit the list of the government properties under their custody;
- b. Supervise the Barangay Inventory Team and SK Inventory Team in the conduct of inventory and turnover of their respective B/SK Properties, Financial Records, Documents (PFRDs) and Money Accountabilities;
- c. Plan and schedule the conduct of assessment and checking of B/SK inventory of PFRDs and Money Accountabilities of the component barangays and SKs;
- d. 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;



- e. Ensure completeness of BPFDRs/SKPFRDS and liquidation of all money accountabilities by the concerned accountable barangay officials before the conduct of the Turnover Ceremony;
- f. Submit to the City Mayor a list, containing the names of accountable BSKOs who failed to turn over B/SK PFRDs and money accountabilities, if any; and
- g. Assist the City 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 3. Secretariat. – The DILG Pasig City Field Office and the CRIO shall act jointly as the Secretariat of the PCATT.

SECTION 4. Meetings. – The PCATT shall meet as often as may be necessary.

SECTION 5. Budget. – The funding of the PCATT may be charged to the Office of the City Mayor or to any available funds in the City Treasury, subject to the relevant guidelines on the use of such Funds

SECTION 6. Timeline. – The PCATT shall ensure completion of inventory and turnover activities no later than 30 November 2023, unless extended for good cause by the undersigned.

SECTION 7. Dissemination. – Copies of this Executive Order shall be furnished within seventy-two (72) hours from its issuance to the Office of the President and the Metro Manila Development Authority for their information and guidance, pursuant to Section 455(1)(xii) of the Local Government Code, as amended.

SECTION 8. Effectivity. – This Order shall take effect immediately.

DONE this 20th day of September 2023 at the City of Pasig, Metro Manila.


VICTOR MA REGIS N. SOTTO
City Mayor



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