



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

3rd Flr. Bulwagang Amoranto
High Rise Building,
Quezon City Hall Compound
Diliman, Quezon City
Trunkline: 8988-4242 loc. 8195

EXECUTIVE ORDER NO. 30
Series of 2023

**AN ORDER ORGANIZING THE QUEZON CITY ASSESSMENT AND
TRANSITION TEAM (CATT) FOR THE TURN-OVER OF BARANGAY AND
SANGGUNIANG KABATAAN PROPERTIES, FINANCIAL RECORDS,
DOCUMENTS AND MONEY ACCOUNTABILITIES BY ALL INCUMBENT
BARANGAY AND SK OFFICIALS IN VIEW OF THE OCTOBER 30, 2023
BARANGAY AND SANGGUNIANG KABATAAN ELECTIONS**

WHEREAS, it is declared policy of the state that all resources of the government shall be managed, expended or utilized in accordance with law and regulations and safeguard against loss or wastage through illegal or improper disposition in the operations of government;

WHEREAS, Section 375 of the Republic Act No. 7160, otherwise known as the Local Government Code of 1991 provides for the Primary and Secondary Accountability for Government Property which mandates that each head of department or offices of the province, city, municipality or barangay shall be primarily accountable for all government property assigned or issued to this department or office. The person or persons entrusted with the possession or custody of government property under the accountability of any head of department or office shall be immediately accountable to such officer;

WHEREAS, Section 376 of the same Code states that the person in actual physical possession of government property or entrusted with its custody and control shall be responsible for its proper use and care and shall exercise due diligence in the utilization and safekeeping thereof;

WHEREAS, Section 377 of the LGC states that the Punong Barangay as the head of the Barangay Government, shall be primarily accountable for all government properties assigned to and for the barangay, while other accountable barangay officials entrusted with the possession or custody of such government properties, under the accountability of the Punong Barangay, shall be immediately accountable to the Punong Barangay;

WHEREAS, the Commission of the Audit (COA) handbook on the Financial Transaction of the Sangguniang Kabataan (HFTSK) mandates that the SK Chairperson shall be immediately and primarily responsible for all funds and property pertaining to the SK; Proper handling or custody of the funds and property of the SK rests with the SK Treasurer; Persons entrusted with the possession or custody of the funds or property shall be immediately responsible to the SK Chairperson without prejudice to the liability of either party to the SK; and, Every officer with the possession or custody of government funds or property shall be accountable therefore and for the safekeeping thereof in conformity with the law;

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

WHEREAS, the Department of the Interior and Local Government (DILG) Memorandum Circular (MC) No. 2023-047 dated March 21, 2023 enjoin all incumbent Barangay and SK Officials (BSKO) to conduct inventory of all government properties under their custody, and to turn-over said properties to the incoming BSKOs not later than November 30, 2022;

WHEREAS, the same MC directs the creation of the City Assessment and Transition Team (CATT) by the Municipal Mayor, through the issuance of an Executive Order, to assist the outgoing and incoming BSKOs to conduct of Turnover Ceremony;

NOW, THEREFORE, I, MA. JOSEFINA G. BELMONTE, City Mayor of Quezon City, by the power vested upon me by law do hereby order that:

SECTION 1. Organization and Composition of the City Assessment Transition Team. The Quezon City CATT is hereby organized and shall be composed of the following:

Chairperson:	Head, City Accounting Department
Co-Chairperson:	DILG City Director or Representative
Vice Chairperson	Head, City Treasurer's Office or Representative
Members:	City Assistant Treasurer or Representative Head, City Budget Department or Representative Head, Local Youth Development Office (LYDO) or Representative CSO Representatives (3) Local Youth Development Council (LYDC) Members (2) Head, Barangay and Community Relations Department (BCRD) or Representative Head, General Services Department (GSD) or Representative


SECTION 2. Roles and Functions. The CATT shall have the following roles and functions:

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

- Conduct assessment, verification and checking of the actual physical count of PFRDs of the component barangays and SKs as prepared and submitted by BSKOs;
- Ensure completeness of BPFRDs/SKPFRDs and liquidation of all money accountabilities by the concerned accountable barangay officials before the conduct of the Turnover Ceremony;
- Submit to the City Mayor a list containing the names of accountable BSKOs who shall failed to turnover B/SK PFRDs and money accountabilities, if any; and
- 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. Effectivity. This Order shall take effect immediately.

DONE, 12 September 2023 in Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor