



Republic of the Philippines
Province of Bohol
MUNICIPALITY OF TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 38
Series of 2023

**AN ORDER CREATING THE MUNICIPAL ASSESSMENT
AND TURNOVER TEAM (MATT) OF THE LOCAL GOVERNMENT UNIT OF TRINIDAD, BOHOL**

WHEREAS, Section 2 of Presidential Decree No. 1445, otherwise known as the "Government Auditing Code of the Philippines" states that, it is the declared policy of the State that all resources of the government 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, Section 375 of the Local Government Code of 1991 provides for the "Primary and Secondary Accountability for Government Property", wherein the Punong Barangay (PB) shall be primarily accountable for all government properties assigned or issued at the barangay level. The person or persons entrusted with the possession or custody of such government properties, under the accountability of the PB, shall immediately accountable to the PB;

WHEREAS, Section 376 of the same Code provides for the "Responsibility for Proper Use and Care of Government Property" by the concerned local officials who are in actual physical possession of government property or entrusted with its custody and control;

WHEREAS, Article 71, Rule XIV of the Implementing Rules and Regulations of R.A. 7160 or the Local Government Code of 1991, defines Elective Local Officials to include the Members of the Sangguniang Kabataan as elective officials at the barangay level;

WHEREAS, Commission on Audit (COA) Handbook on Financial Transaction of the Sangguniang Kabataan mandates that the SK Chairperson shall be immediately and primarily responsible for all the funds and property pertaining to the SK, and the proper handling or custody of the funds and property of the SK rests with the SK Treasurer;

WHEREAS, Republic Act 11935, 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, provides that the Barangay and Sangguniang Kabataan Elections shall be held 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 and SK officials shall commence at noon of November 30, 2023;

WHEREAS, The Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2023-047 mandating all barangay and sangguniang kabataan officials to conduct an inventory of all government properties under their custody and make a peaceful and orderly turnover of these properties to the incoming barangay and SK officials not later than November 30, 2023;

NOW THEREFORE, I, **ATTY. ROBERTO C. CAJES, PhD.**, Municipal Mayor of Trinidad, Bohol by virtue of the powers vested in me by the law do hereby order the Creation of the Municipal Assessment and Turnover Team (MATT) of Trinidad, Bohol, for purposes of the October 30, 2023 Barangay and SK Elections.

Section I. COMPOSITION

Chairperson	: SHERYL D. CELO, CPA	- Municipal Accountant
Co-Chairperson	: ATTY. RHOEL A. TUMARAO	- MLGOO
Vice-Chairperson	: MARIA EVELYN E. BARADAS	- Municipal Treasurer
Members	: MEDINA B. MACUA	- Municipal Budget Officer
	CIRYL S. LARUGA	- Local Youth Devt. Officer
	AVERIL BRIAN TINIO	- Municipal Administrator
	ALEJANDO TRAZO	- CSO representative
	LOLITA CAGAIS	- CSO representative
	BERNABE TAMPOS	- CSO representative
	ILYN B. POLINAR	- LYDC representative

Section II. DUTIES AND FUNCTIONS

1. Remind all Punong Barangays, 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 Barangay Inventory Team (BIT) and Sangguniang Kabataan Inventory Team (SKIT) in the conduct of inventory and turnover of Barangay/Sangguniang Kabataan Properties, Financial Records and Documents (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;
4. Conduct assessment, verification and checking of the actual physical count on PFRDs of the barangays and SKs as against the accomplished Inventory and Turnover Forms prepared and submitted by BSKOs;
5. Ensure completeness of BPFRDs/SKBFRDs and liquidation of all money accountabilities by the concerned accountable barangay officials before the conduct of Turnover Ceremony;
6. Submit to the Municipal Mayor a list, containing the names of accountable barangay and SK officials, who failed to turnover B/SK PFRDs and money accountabilities, if any; and
7. Assist the Municipal Mayor in ensuring a smooth and orderly transition and the successful conduct of turnover ceremony by the outgoing BSKOs to the newly elected/ re-elected barangay officials.

Section III. COMPENSATION AND REMUNERATION

The Chairman and members of the Municipal Assessment and Turnover Team (MATT) shall perform their duties as such without compensation or remuneration.

Section IV. REPEALING CLAUSE

All other orders, issuances and memoranda issued inconsistent herewith are hereby repealed or modified accordingly.

Section V. EFFECTIVITY

This Executive Order shall take effect immediately.

Done this 4th day of September, 2023, in Trinidad, Bohol, Philippines.


ATTY. ROBERTO C. CAJES PHD.
Municipal Mayor