



Smooth Transition and Effective Governance: **Navigating the First 100 Days of the Newly Elected Official of Local Government Units**

Director Debie T. Torres, CESO III
Bureau of Local Government Supervision
Department of the Interior and Local Government



Overview of Presentation



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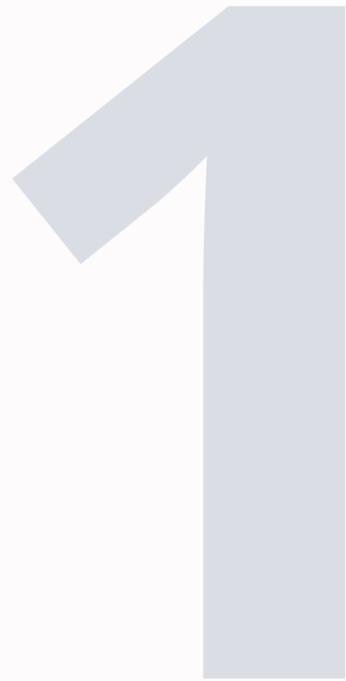
**Policy Framework for LGU
Transition**

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**The First 100 Days: Setting
Direction for Local Leadership**

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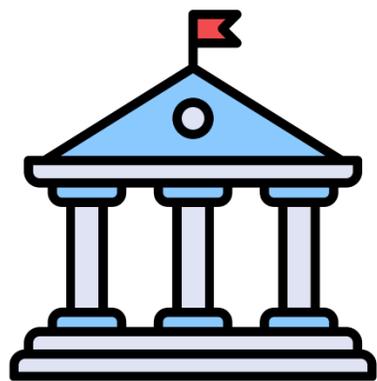
**DILG as LGU Partner in Promoting
Good Local Governance**



Policy Framework for LGU Transition

Legal Basis

National Policies & Statutes



Republic Act No. 7160 - Local Government Code of 1991

- Provides the framework for local governance operations
- Mandates accountability and continuity during leadership change



Importance

- Ensures structured, lawful, and transparent handover

THE LOCAL GOVERNMENT CODE OF THE PHILIPPINES

BOOK I

GENERAL PROVISIONS

TITLE ONE. - BASIC PRINCIPLES

CHAPTER 1. - THE CODE: POLICY AND APPLICATION

SECTION 1. *Title.* - This Act shall be known and cited as the "Local Government Code of 1991".

SEC. 2. *Declaration of Policy.* - (a) It is hereby declared the policy of the State that the territorial and political subdivisions of the State shall enjoy genuine and meaningful local autonomy to enable them to attain their fullest development as self-reliant communities and make them more effective partners in the attainment of national goals. Toward this end, the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization whereby local government units shall be given more powers, authority, responsibilities, and resources. The process of decentralization shall

proceed from the national government to the local government units.

(b) It is also the policy of the State to ensure the accountability of local government units through the institution of effective mechanisms of recall, initiative and referendum.

(c) It is likewise the policy of the State to require all national agencies and offices to conduct periodic consultations with appropriate local government units, non-governmental and people's organizations, and other concerned sectors of the community before any project or program is implemented in their respective jurisdictions.

SEC. 3. *Operative Principles of Decentralization.* - The formulation and implementation of policies and measures on local autonomy shall be guided by the following operative principles:

(a) There shall be an effective allocation among the different local government units of their respective powers, functions, responsibilities, and resources;

(b) There shall be established in every local government unit an accountable, efficient, and dynamic organizational structure and operating mechanism that will meet the priority needs and service requirements of its communities;

Legal Basis

DILG Memorandum Circulars on Local Governance Transition Teams (LGTT)



DILG MC No. 2022-053 (April 29, 2022) “Supplemental Guidelines to DILG MC No. 2022-029 on the 2022 Local Governance Transition”

- **Purpose:** Provides supplemental guidance to MC 2022-029, clarifying LGU transition procedures for the 2022 election turnover.
- **LGTT Duties:** Reinforces inventory of assets, safeguarding of records and funds, continuity of operations, and submission of transition reports.
- **Oversight:** Emphasizes DILG field offices’ monitoring and reporting to ensure LGU compliance.

2022-04-29-224

Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA cor. Quezon Avenue, West Triangle, Quezon City
www.dilg.gov.ph

MEMORANDUM CIRCULAR
No. 2022-053

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS, MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS, DILG FIELD OFFICERS, BARMM MINISTER OF INTERIOR AND LOCAL GOVERNMENT, AND OTHERS CONCERNED

SUBJECT : SUPPLEMENTAL GUIDELINES TO DILG MEMORANDUM CIRCULAR NO. 2022-029 ON THE 2022 LOCAL GOVERNANCE TRANSITION

DATE : APR 29 2022

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In view of the forthcoming 2022 National and Local Elections, it is imperative to prepare for the effective turnover of responsibilities to ensure continuity in local governance. This Memorandum Circular is being issued to supplement Section 4.2.1 of DILG MC No. 2022-029 on the 2022 Local Governance Transition. Said section provides for the duties and responsibilities of the Local Governance Transition Team to ensure safe keeping of Local Government Unit (LGU) records and documents and the protection of LGU assets during the election period; and to ensure the smooth local governance transition to the newly-elected or re-elected local officials on 30 June 2022.

In addition to Section 4.2.1 of the said MC, the LGU is tasked to conduct an *inventory of the on-going projects, especially infrastructure projects such as roads, buildings, water supply and sanitation, and other development projects to include data such as physical accomplishment and financial status*. The inventory shall be attached with the current physical and financial accomplishment report/s and other related documents of the inventoried constructions, road projects and development projects.

This circular shall apply to all Provinces, Cities, and Municipalities. The DILG Regional, Provincial, City and Municipal Offices are likewise covered by this policy.

All DILG Regional Directors and the BARMM Minister of Interior and Local Government are reminded, as stipulated in the above-mentioned Memorandum Circular, to:

"Matino, Mahusay at Maasahan"
Trunkline No.: 8876-34-54

Legal Basis

DILG Memorandum Circulars on Local Governance Transition Teams (LGTT)

DILG MC No. 2025-016 (March 03, 2025)

“Establishment and Operations of Local Governance Transition Teams”

- **Purpose:** Provides guidelines for the establishment and operation of Local Governance Transition Teams (LGTTs) to ensure smooth turnover of LGU operations, records, and assets.
- **Composition:** LGTT chaired by the Local Chief Executive, includes department heads, DILG field officer, sanggunian secretary, and a CSO/PO representative.
- **Key Duties:** Inventory LGU properties, secure records, facilitate handover between outgoing and incoming officials, and prepare a final transition report.
- **Goal:** Safeguard public funds and assets, maintain service continuity, and institutionalize accountable governance during leadership change.



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www.dilg.gov.ph

Signature: _____
Date: 03-03-25
Time: 9:57 PM

MEMORANDUM CIRCULAR
No. 2025-016

TO : ALL PROVINCIAL GOVERNORS, CITY MAYORS,
MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS,
DILG FIELD OFFICERS, AND OTHERS CONCERNED

SUBJECT : ESTABLISHMENT AND OPERATIONS OF LOCAL
GOVERNANCE TRANSITION TEAMS

DATE : MAR 03 2025

1. Background

This circular defines and outlines the transition process for local government units (LGUs) to ensure and facilitate an orderly transfer of responsibilities and uphold service continuity following to local elections, thereby minimizing disruptions and providing clarity for both outgoing, and incoming officials.

This transition is essential for maintaining institutional knowledge, upholding the integrity of governance, guaranteeing continuity of service delivery, and cultivating people's trust in local governance.

2. Legal Bases

2.1 Section 375 of Republic Act (RA) No. 7160, otherwise known as the Local Government Code of 1991, provides for Primary and Secondary Accountability for Government property, by stating that:

2.1.1 Each head of department or office of a province, city, municipality or barangay shall be primarily accountable for all government property assigned or issued to his department or office. The person or persons entrusted with the possession or custody of government

"Matino, Mahusay at Maaasahan"
Trunkline No.: 8876-34-54

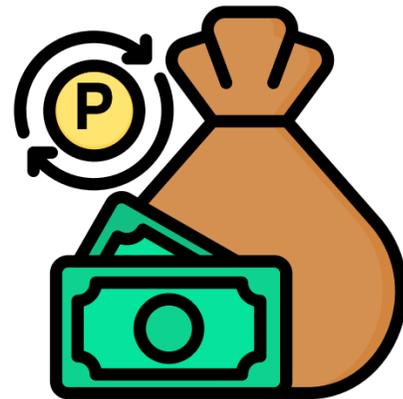
Objectives of the Transition



Ensure proper turnover of records, finances, and projects



Sustain local governance operations during leadership change



Safeguard public funds and assets



Promote continuity in service delivery and decision-making

Roles and Responsibilities



Outgoing Officials

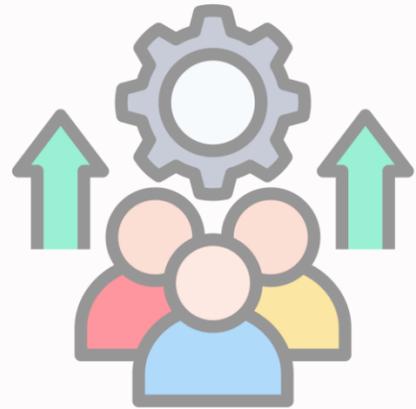
- Prepare comprehensive turnover documents
- Submit financial statements, project status reports, and asset inventory
- Ensure pending obligations and liabilities are clearly reported
- Facilitate knowledge transfer and orientation for incoming officials



Incoming Officials

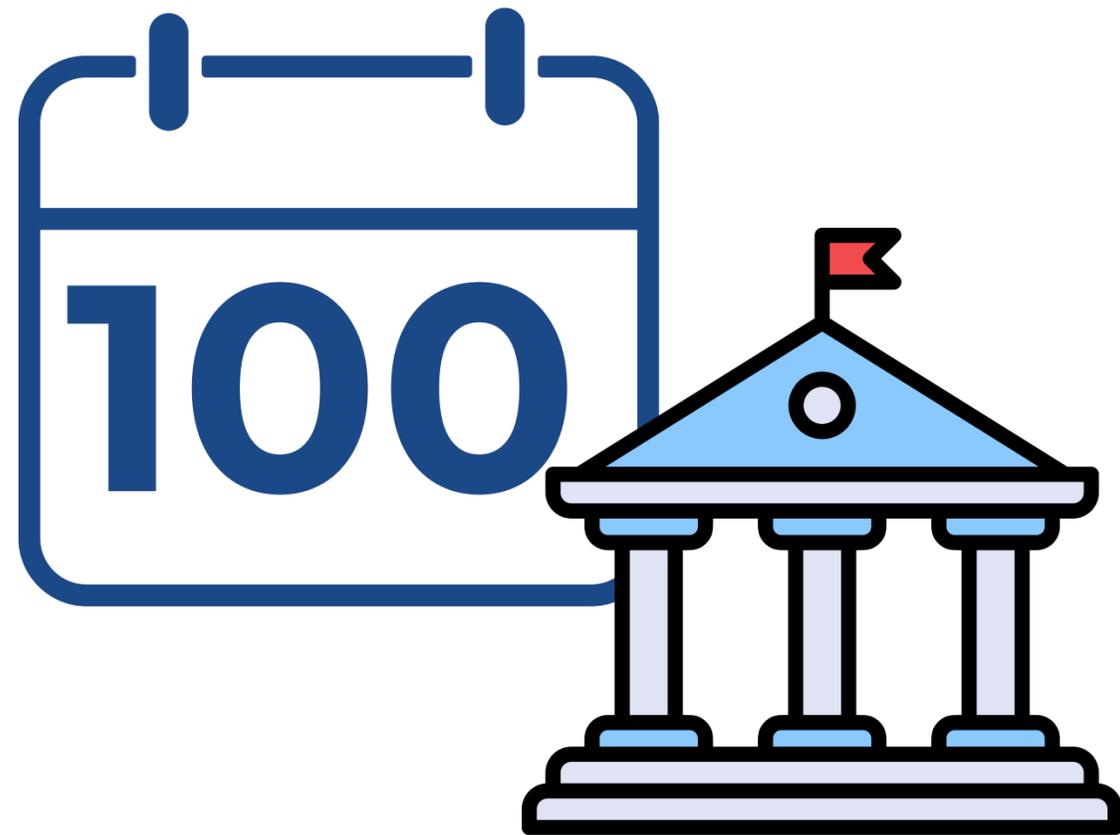
- Review and validate turnover reports
- Identify priorities and assess resource allocation for continuity
- Ensure understanding of legal and fiscal obligations
- Set initial action plan and performance targets for the first 100 days

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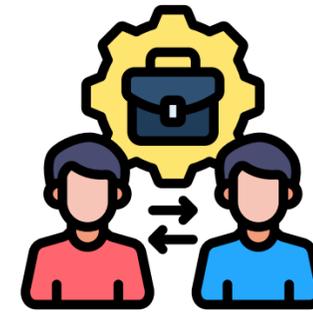


The First 100 Days: Setting Direction for Local Leadership

The First 100 Days



a crucial window for setting the tone of local governance



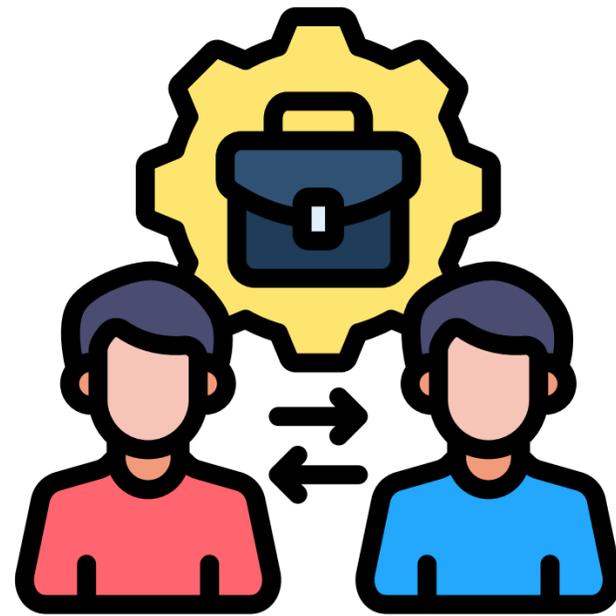
Transition



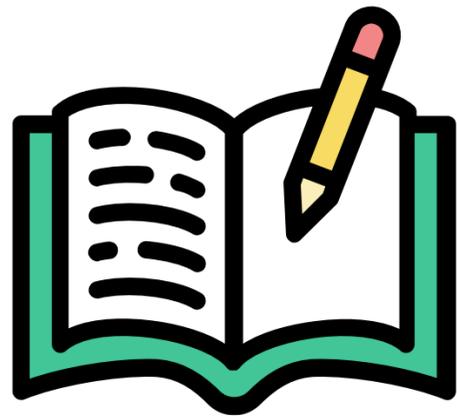
Mobilization



Plan and Budget



Phase 1 Transition

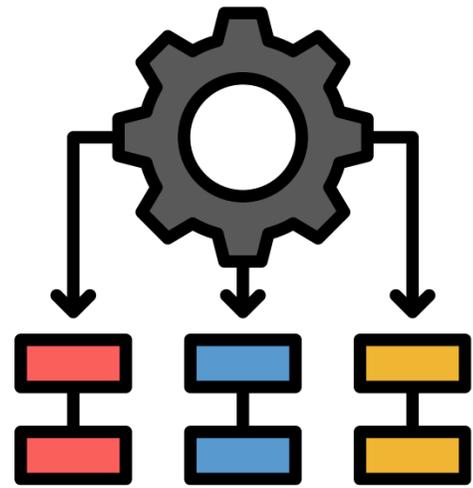


Know what your position entails

- **Understand Your Role:** Know your duties, authority, and public expectations under the Local Government Code and align your actions with good governance principles.
- **Study Key Laws and Policies:** Familiarize yourself with major statutes on DRRM, climate change, solid waste management, and child protection, as well as relevant DILG and NDRRMC circulars.
- **Strengthen Governance Capacity:** Continuously learn through reading, attending short courses, and studying best practices from award-winning LGUs.
- **Engage in Lakbay-Aral:** Visit other LGUs to learn practical and innovative solutions to local challenges and adopt applicable approaches.
- **Balance Official and Ceremonial Duties:** Manage your time effectively between administrative tasks, decision-making, and public engagements for effective governance and community connection.



Transition



Form the transition team

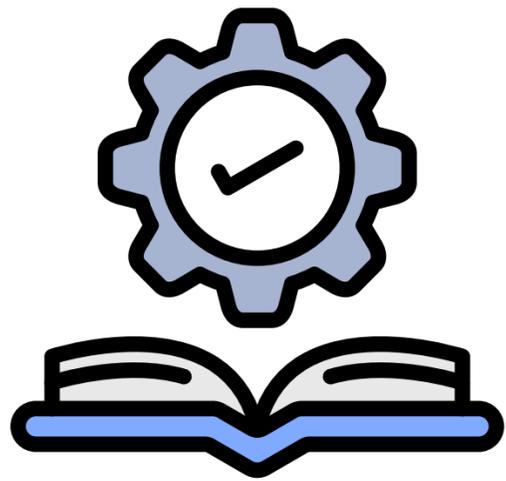
- **Clarify Your Working Style:** Define and communicate your preferred leadership and decision-making approach—whether centralized or decentralized—and establish clear roles for your Chief of Staff, administrator, or executive assistant in managing operations and providing advice.
- **Hire People for Your Office:** Choose competent and trustworthy staff based on both loyalty and skills, including key positions such as Chief of Staff, Information Officer, Legal Counsel, Appointments Officer, and Personal Assistants, with optional roles like Policy Liaison and Legislative Officer.
- **Define Office Procedures:** Set clear systems for scheduling, correspondence, constituent relations, administrative support, and office automation to ensure smooth operations and timely responses.



Transition

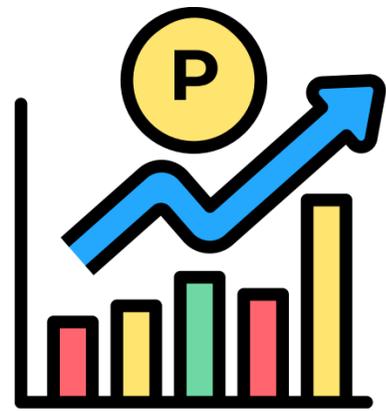


- **Identify Possible Members and Organize the Team:** Form your transition team within two weeks after proclamation, ensuring members have expertise, access to LGU data, and decision-making capacity; include department heads, NGO/PO reps, advisers from DILG and COA, and possibly campaign staff or sectoral representatives.
- **Get Information and Documents:** Send an advance team to secure key LGU records such as budgets, reports, plans, maps, and ordinances to establish a baseline understanding of operations and resources.
- **Analyze and Advise:** Task the team to assess community needs, fiscal status, key stakeholders, personnel, and administrative processes to inform your early decisions and policy direction.



Organize the executive body

- **Conduct a Final Review of Personnel Appointments and Performance:** Work with the HR Office to review the organizational structure, plantilla, accomplishments, and performance ratings to identify performing and non-performing employees, determine vacancies, and assess the personnel budget.
- **Appoint Officials to Coterminous and Confidential Positions:** Appoint trusted but competent individuals to key positions to ensure an efficient and effective municipal administration.
- **Fill Up Vacancies or Create Optional Positions:** Follow proper recruitment and selection procedures, ensure compliance with legal requirements such as the Salary Standardization Law and personnel services limit, and prioritize filling mandatory posts.
- **Limit the Number of Casual and Contractual Employees:** Hire casual and contractual personnel only when necessary, based on operational needs rather than political considerations.



Know your LGU's financial status

- **List Down the Things You Would Like to Know:** Prepare a list of key financial questions to understand your LGU's fiscal operations—covering topics such as audits, budgeting, cash flow, internal controls, financial statements, and fund management.
- **Identify the Key Players in Finance and the Significance of Their Reports:** Direct your financial questions to members of the Local Finance Committee (LFC)—the treasurer, budget officer, MPDC, accountant, and SB Appropriations Chair—and request essential fiscal documents to assess the LGU's financial health.



Phase 2 Mobilization



Mobilization



Visit All Offices and Facilities and Request an Audit

- **Inspect the Municipal Facilities:** Conduct friendly visits to all offices to meet staff, build rapport, and assess working conditions, equipment, and systems. Use this opportunity to encourage unity after elections and validate the accuracy of property inventories.
- **Request for an Audit:** Coordinate with the Commission on Audit (COA) within your first month to review reports, clarify findings—especially on unliquidated funds or obligations—and ensure proper turnover of both physical and electronic records.



Mobilization

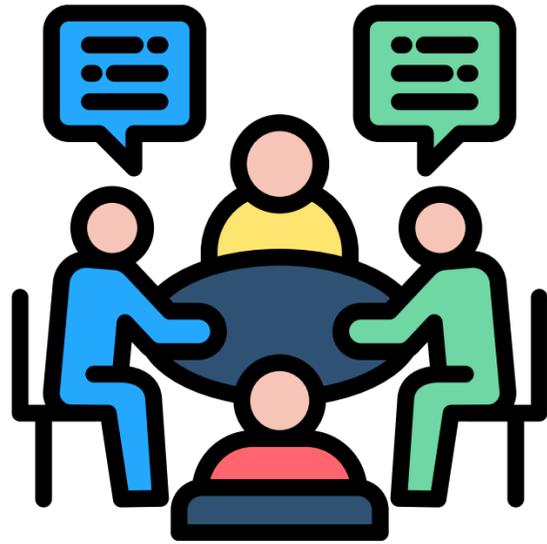


Review the Status of the EODB-EGSD Act of 2018

- **Check Implementation of the Citizen's Charter:** Ensure that an updated Citizen's Charter is posted and contains complete details on requirements, procedures, fees, timelines, and complaint mechanisms for all services.
- **Assess Business Permitting and Licensing Systems:** Verify if processes are streamlined through a unified application form, online access, one-stop shop, automated systems, and standardized one-year validity for business permits.
- **Strengthen Feedback and Continuous Improvement Mechanisms:** Establish or improve feedback systems to identify bottlenecks, consult with the task force and MLGOO on enhancing local processes, and seek technical assistance from DILG and other agencies.



Mobilization



Meet your Official Family

- **Hold Meetings with Department Heads:** On your first day, meet department heads individually and as a group to establish rapport, gain cooperation, learn about their services and issues, discuss your development agenda, explain your management style, and promote interdepartmental coordination.
- **Engage with All Employees:** Invest time in knowing your employees and their work since they can be strong allies when properly engaged.
- **Recommended Courses of Action:** Have your core team review and analyze the department reports to produce a consolidated summary highlighting key findings and insights.



Mobilization



Engage with the Legislature

- **Strengthening Executive–Legislative Relations for Effective Local Governance:** Review existing national and local policies to align with your administration’s priorities, finalize your governance direction for ELA formulation, and prepare strategies and compromises—ensuring that climate change adaptation, DRRM, and peace and order are included in the agenda.



Meet the Punong Barangay

- **Strengthening Ties with Barangays:** Regularly meet with Punong Barangays to exercise supervision, strengthen cooperation, and understand local conditions. These visits help align barangay operations with municipal goals, present your development agenda, and identify joint projects. Barangays are vital partners in climate change adaptation, DRRM, and maintaining peace and order.



Mobilization



Know the Officers of NGAs in your Area

- **Build Partnership with NGAs:** Coordinate with local offices of NGAs to align programs and projects implemented in your municipality. Meet with NGA representatives, such as those from DA, DENR, DOH, and DSWD, to discuss ongoing initiatives, challenges, and areas for collaboration. Convene the MDRRMC to clarify roles, review DRRM protocols under RA 10121 and Operation LISTO, and ensure readiness before, during, and after disasters.

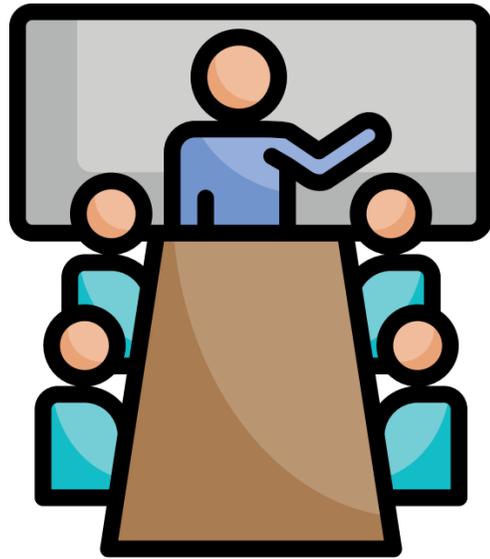


Mobilize CSOs, Private Sector, and the Media

- **Network with CSOs, Business, and Media:** Engage proactively with CSOs, the business sector, and the media as vital partners in governance. CSOs advocate for transparency and citizen participation; the business sector drives economic growth and can support LGU initiatives through CSR; while the media shapes public perception and promotes accountability.

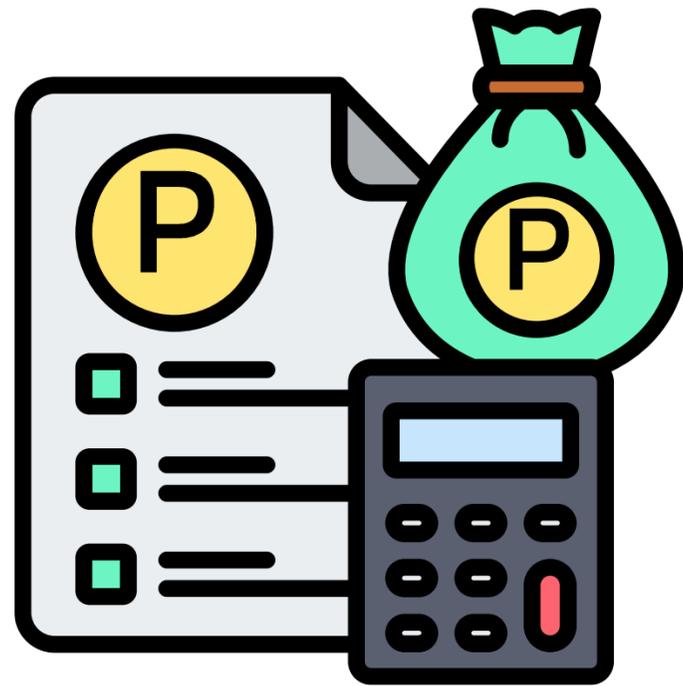


Mobilization



- **Establish the Four (4) Major LSBs:** Prioritize reconstituting the four major Local Special Bodies (POC, LSB, LHB, and LDC) as mandated by the LGC to ensure participatory and accountable governance. Also, strengthen the MDRRMC and ADAC to address disaster resilience and drug prevention, fostering collaboration between government and citizens for community development.

Reconstitute and Meet the Local Special Bodies



Phase 3

Plan & Budget



Plan & Budget

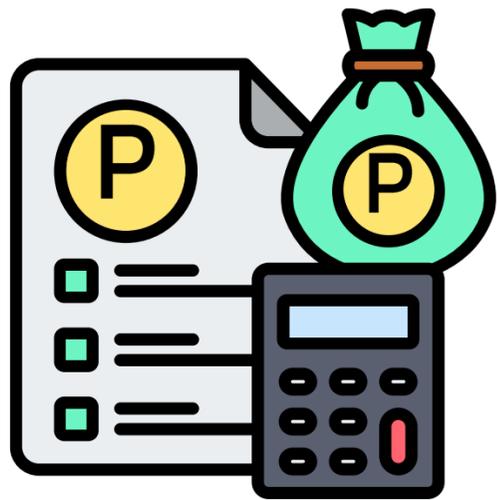


Plan the Agenda for your Locality

- **Make your Short-term Agenda:** Formulate a short-term agenda that ensures project completion, boosts competitiveness, strengthens disaster resilience, and delivers quick, visible results aligned with your development and campaign priorities.
- **Make your 3-year Agenda:** Review and align your development agenda with the existing LGU vision and goals through participatory, multisectoral planning to craft a three-year development plan that reflects local priorities, fosters collaboration, and builds your development legacy.



Plan & Budget



Take Charge of the Local Budget

- **Strengthening Fiscal Planning:** The budget process is a vital function of the Mayor, serving as a financial expression of the LGU's priorities and programs. It involves four phases—preparation, authorization, review, and execution—with the first 100 days focused on preparing the executive budget.
- This includes projecting income and expenditures, reviewing departmental proposals, conducting budget hearings, and ensuring funding for climate change adaptation and DRRM before submission to the Sanggunian for approval.



Plan & Budget



Spread the Word

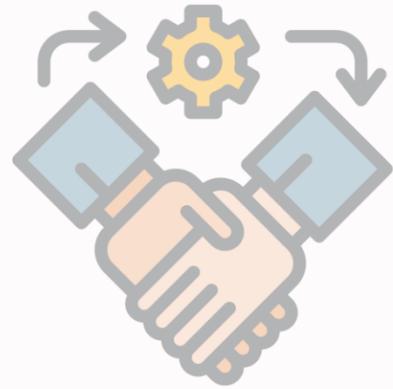
- **Prepare an Accomplishment Report of your First 100 Days in Office:** The first 100 days in office are crucial for demonstrating leadership and progress, making it important to prepare a well-documented accomplishment report. This report should compile departmental outputs, key initiatives, and stakeholder feedback to highlight both tangible and service-oriented achievements. It must then be presented clearly and shared through various channels to inform and engage the public.



Take a Break

- **Take a Break:** The first 100 days as Mayor are intense and demanding, but maintaining your personal, mental, and physical well-being is essential to avoid burnout. Balance your public duties with personal time, relationships, and hobbies to sustain effective leadership throughout your term.

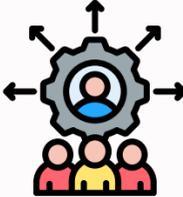
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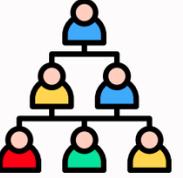
DILG as LGU Partner in Promoting Good Local Governance

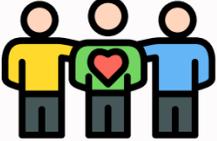


Assist the President in the exercise of general supervision over local governments

1  **Institutional or Capacity Development**

2  **Performance Oversight**

3  **Administrative Power Hierarchy**

4  **Citizen Empowerment**

5  **Local Autonomy**



To promote peace and order, ensure public safety and further strengthen local government capability aimed towards the effective delivery of the basic services to the citizenry

Societal Outcome

Economic and Social Transformation for a Prosperous, Inclusive, and Resilient Society



Excellence in Local Governance



Peaceful, Orderly, Safe and Secure Communities Strengthened



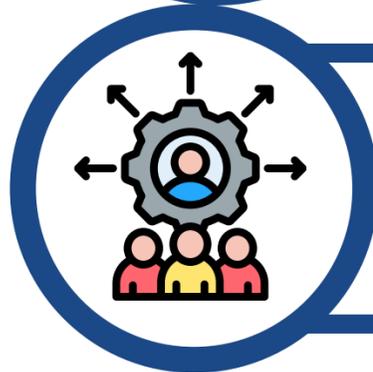
Resilient Communities Reinforced



Inclusive Communities Enabled



Monitoring and Evaluation



Capacity Development



Monitoring and Evaluation



Seal of Good Local Governance (SGLG)

Focuses on how LGUs manage public funds efficiently, transparently, and accountably

- Compliance with most recent COA Audit Observation
- Revenue Growth Rate
- Utilization of 20% component of NTA for Local Development Fund



Financial Administration
and Sustainability

Select Indicators with High Compliance (SGLG 2024)

- Performance Challenge Fund/SGLG-IF **(99.28%)**
- Local Government Support Fund **(98.77%)**
- CY 2023 Annual Budget **(90.09%)**



Monitoring and Evaluation

**FULL DISCLOSURE
POLICY PORTAL**
Advancing Transparency Promoting Accountability

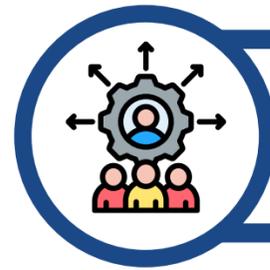
Full Disclosure Policy (FDP)

- Requires LGUs to post budget, procurement, and financial documents online and in public places.
- Posting of financial reports in 3 conspicuous places, FDP Portal), AND submission of LIFT System Reports (SRE, Budget and Treasury Reports, and QRRPA)



SGLG Incentive Fund (SGLG-IF)

Serves as a reward mechanism to SGLG passers to sustain good governance practices and deliver high-quality public services by prioritizing local development projects



Capacity Development



Newly-Elected Officials (NEO) Plus

Designed to support newly elected and re-elected local officials—governors, mayors, vice mayors, and sanggunian members—in effectively assuming office and leading their local governments.



Improve LGU Competitiveness & East of Doing Business (EODB)

It forms part of the DILG's strategic thrust to strengthen local economic governance and support the implementation of Republic Act No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.

Other DILG Programs that Support Local Governance



EXCELLENCE IN LOCAL GOVERNANCE UPHELD

- Support for the Local Governance Program (SLGP)
- Improve LGU Competitiveness and Ease of Doing Business
- Monitoring and Evaluation of Assistance to LGUs (MEALGU)
- Civil Society Organization/People Participation Partnership Program
- Subaybayani Awards
- Bantay Korapsyon
- Decentralization and Constitutional Reform for Advocacy Campaign
- Strengthening LGU Database and Performance Indicators for Evidence-Based Planning: Support to CBMS
- Capacity Building for Futures Thinking Initiatives & Recognition Awards for the Attainment of SDGs



PEACEFUL, ORDERLY, SAFE AND SECURE COMMUNITIES STRENGTHENED

- Philippine Anti-Illegal Drugs Strategy (PADS)
- Anti-Drug Abuse Council Functionality Audit (ADAC)
- Lupong Tagapamayapa Incentives and Awards (LTIA)
- Strengthening Peace and Order Councils (POC)
- Communicating for Perpetual End for Extreme Violence and Forming Alliance towards Positive Peace and Enriched Communities (C4PEACE)
- Enhanced Comprehensive Local Integration Program (ECLIP)
- Preventing and Countering Violent Extremism and Insurgency
- Emergency 911 Services

Other DILG Programs that Support Local Governance



RESILIENT COMMUNITIES REINFORCED

- Manila Bay Clean-up, Rehabilitation, and Preservation Program (MBCRPP)
- Fisheries Compliance Audit (FishCA)
- Disaster Risk Reduction Enhancement at the Local Level Technical Assistance (DRREAL TA) Program
- DILG Disaster Preparedness, Response, and Resilience Program



INCLUSIVE COMMUNITIES ENABLED

- Support to vulnerable sectors (Food security, addressing malnutrition and stunting, GAD, VAWC, etc)
- Gender and Development Plan and Budget Review
- Child-Friendly Local Governance Audit (CFLGA)
- Local Committee on Anti-Trafficking and Violence Against Women and their Children (LCAT-VAWC)
- Local Council for the Protection of Children LCPC
- Persons with Disability Affairs Office (PDAO) Functionality Assessment



THANK YOU!

and Philippine Association for Government Budget

**Bureau of Local Government Supervision
Department of the Interior and Local Government**



25th floor, DILG-NAPOLCOM Center, EDSA cor.
Quezon Avenue, West Triangle, Quezon City



(02) 8876 3454 loc. 4209