



## Office of the Mayor

### EXECUTIVE ORDER NO. 2026-65

#### AN EXECUTIVE ORDER CREATING THE MUNICIPAL ASSESSMENT AND TRANSITION TEAM (MATT) AND DIRECTING THE INVENTORY AND TURNOVER OF BARANGAY AND SANGGUNIANG KABATAAN PROPERTIES IN THE MUNICIPALITY OF MARILAO, PROVINCE OF BULACAN

**WHEREAS**, Section 32 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides that the Municipal Mayor shall exercise general supervision over component barangays;

**WHEREAS**, Sections 375(a), 375(d), 376, and 377(a) of the same Code mandate accountability, proper recording, safekeeping, and responsibility over government properties;

**WHEREAS**, DILG Memorandum Circular No. 2026-021 provides guidelines on the inventory and turnover of barangay and Sangguniang Kabataan (SK) properties, financial records, documents, and money accountabilities, and directs all Local Government Units to ensure a smooth transition of governance in view of the Barangay and SK Elections to be held on the first Monday of November 2026;

**WHEREAS**, the said issuance requires the creation of the Barangay Inventory Team (BIT), Sangguniang Kabataan Inventory Team (SKIT), and the City/Municipal Assessment and Transition Team (C/MATT) to ensure proper inventory, verification, documentation, and turnover of all accountable properties and records;

**WHEREAS**, there is a need to institutionalize measures to ensure transparency, accountability, and orderly transfer of responsibilities from outgoing to incoming barangay and SK officials in the Municipality of Marilao;

**NOW, THEREFORE, I, HON. ATTY. JEMINA M. SY**, Municipal Mayor of Marilao, Bulacan, by virtue of the powers vested in me by law, do hereby order:

#### SECTION 1. CREATION OF THE MUNICIPAL ASSESSMENT AND TRANSITION TEAM (MATT)

There is hereby created the Municipal Assessment and Transition Team (MATT) which shall oversee, supervise, and ensure the smooth, orderly, and complete inventory and turnover of barangay and SK properties, financial records, documents, and money accountabilities.

#### SECTION 2. COMPOSITION OF THE MATT

The MATT shall be composed of:

**Chairperson:** ELENA P. SALAZAR  
Municipal Accountant

**Vice Chairpersons:** ATTY. KATHYRIN FE D. PIOQUINTO  
Municipal Administrator

MIRAQUEL B. LEGACION  
Municipal Treasurer





Republic of the Philippines  
Province of Bulacan  
**Municipality of Marilao**

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**Members:**

**CENON N. MAYOR**

Executive Assistant

**ROSALIE S. VILLADOS**

Municipal Budget Officer

**EDITHA L. RAMOS**

Local Youth Development Officer

**JOCELYN G. CLEMENTE**

Local Revenue Collection Officer III

**ZYRRA SARMIENTO**

Accounting Clerk II

**JON KERVIN P. ORTUOSTE**

**PATRICK T. ORIAS**

General Services Office

**ROEL ABRAHAM**

LYDC Member, Pag-asa Youth Association (PYA)

**JEMIMA ANNE MARIE J. BONTIA**

LYDC Member, AFGBMTS Supreme Secondary Learner Government

**RICHARD F. RAMIREZ**

Kapakanan ng Nagkakaisang Panlipunang Layunin Group, Inc.

**ESTRELITA A. SAN MIGUEL**

Marilenyong Ramdam Na nag-Seserbisyo (MRS)

### SECTION 3. CREATION OF BARANGAY INVENTORY TEAM (BIT)

All Punong Barangays are hereby directed to issue their respective Executive Orders creating the Barangay Inventory Team (BIT) composed of:

**Chairperson:**

Punong Barangay

**Vice Chairperson:**

Member of the Sangguniang Barangay  
(to be selected by the Punong Barangay)

**Members:**

Two (2) Regular Sangguniang Barangay Members  
Barangay Secretary  
Barangay Treasurer  
Barangay Record Keeper (BRK) or a Municipal Representative  
designated by the Local Chief Executive  
At least one (1) representative from any Barangay-Based Institution

The BIT shall undertake the conduct of the initial and final inventory and other related activities in accordance with DILG guidelines.





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### SECTION 4. CREATION OF SANGGUNIANG KABATAAN INVENTORY TEAM (SKIT)

All SK Chairpersons are hereby directed to create, through an Order, the Sangguniang Kabataan Inventory Team (SKIT) composed of:

|                   |   |
|-------------------|---|
| Chairperson:      | SK Chairperson  |
| Vice Chairperson: | Member of the SK (to be chosen by the SK Chairperson)   |
| Members:          | Other SK Members<br>SK Secretary<br>SK Treasurer<br>At least one (1) representative from any Youth Organization<br>At least one (1) Katipunan ng Kabataan (KK) member |

The SKIT shall undertake the conduct of the initial and final inventory and other related activities in accordance with DILG guidelines.

### SECTION 5. FUNCTIONS AND RESPONSIBILITIES OF THE MATT

The MATT shall:

- Ensure the smooth and orderly turnover of responsibilities for the proper use, management, and care of government funds and properties;
- Direct all Barangay and SK Officials (BSKOs) to adhere to DILG MC No. 2026-021;
- Provide necessary support to all BITs and SKITs to enable them to efficiently perform their roles and responsibilities;
- Convene the team to discuss roles, responsibilities, and activities to be undertaken;
- Monitor the conduct of the initial and final inventory and verification of all properties and accountabilities;
- Ensure completeness, correctness, and timely submission of required reports;
- Ensure the establishment of a mechanism to protect and account for all barangay and SK properties;
- Attend or authorize representatives to attend and witness the turnover ceremonies;
- Ensure the orderly and successful conduct of turnover ceremonies within the Municipality;
- Initiate or recommend appropriate legal action against officials who fail to turn over government properties;
- Perform such other functions as may be necessary to carry out the objectives of this Executive Order.

### SECTION 6. RESPONSIBILITIES OF ACCOUNTABLE BARANGAY AND SK OFFICIALS

All accountable Barangay and SK Officials shall:

- Conduct inventory of all properties under their custody or possession;
- Submit to the BIT/SKIT the list of all barangay/SK properties;
- Liquidate or settle all money accountabilities and financial concerns;
- Turn over all Barangay/SK Property, Financial Records, Documents, and Money Accountabilities (PFRDMAs) prior to the expiration of their term of office;
- Comply with existing laws, rules, regulations, and COA guidelines on government property and financial accountability.





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### SECTION 7. TURNOVER CEREMONY

All barangays shall ensure the proper, complete, and documented turnover of all *Barangay* and *Sangguniang Kabataan* properties, financial records, documents, and money accountabilities (PFRDMAs) from outgoing to incoming officials.

The turnover shall be conducted on the scheduled date and may be undertaken through a formal turnover ceremony or similar official activity, to be witnessed by authorized representatives of the Municipal Government and/or the Department of the Interior and Local Government (DILG).

### SECTION 8. SUPPORT AND COORDINATION

All Municipal Offices are hereby directed to provide necessary technical, administrative, and logistical support to the MATT, BITs, and SKITs, and to ensure coordination with the Department of the Interior and Local Government (DILG).

### SECTION 9. TIMELINES AND REPORTING REQUIREMENTS

All concerned shall strictly comply with the following timelines:

- Not Later Than **September 30, 2026**
  - Creation of BIT and SKIT
  - Completion of Initial Inventory
- Not Later Than **December 20, 2026**
  - Completion of Final Inventory
  - Conduct of Turnover Ceremony
  - Submission of required reports and data

Reports shall be submitted in accordance with DILG-prescribed formats and monitoring systems.

### SECTION 10. ACCOUNTABILITY AND SANCTIONS

All accountable *Barangay* and SK Officials who fail to turn over government properties under their possession or custody may be held liable in accordance with existing laws, rules, and regulations, including administrative, civil, and criminal liabilities.

### SECTION 11. EFFECTIVITY

This Executive Order shall take effect immediately upon signing.

**DONE** this 28<sup>th</sup> day of April 2026, at the Municipality of Marilao, Province of Bulacan.

**ATTY. JEMINA M. SY**  
Municipal Mayor

