



**EXECUTIVE ORDER NO. 065**  
**Series of 2021**

**DIRECTING THE REORGANIZATION OF THE FULL DISCLOSURE POLICY  
TEAM OF THE MUNICIPALITY OF LOS BAÑOS**

**WHEREAS**, it is the government's policy that requires local officials of provinces, cities, and municipalities to fully disclose particular financial transactions of the local government unit to keep the constituents informed of how the LGU budget is managed, disbursed and used;

**WHEREAS**, Section 352 of Republic Act No. 7160 known as the Local Government Code mandates that local treasurers, accountants, budget offices and other accountable officers shall within 30 days from end of each fiscal year in at least three publicly accessible and conspicuous places in the local government unit, a summary of all revenues collected and funds received, including the appropriations and disbursements of such funds during the preceding fiscal year;

**WHEREAS**, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2019-149 dated August 30, 2019 entitled "Amending DILG Memorandum Circular No. 2013-140 Titled, "Implementing Guidelines on the Full Disclosure of Local Budget and Finances, and Bids ad Public Offerings"

**NOW THEREFORE, I, ANTONIO L. KALAW**, Municipal Mayor of the Municipality of Los Baños, Province of Laguna, by virtue of the powers vested in me by law do hereby order the following:

**SECTION 1. ORGANIZATION.** The Full Disclosure Policy Team (FDP Team) is hereby organized.

**SECTION 2. COMPOSITION.** The FDP Team shall be composed of the following:

1. Ms. Genoveva B. Poyaoan, Municipal Budget Officer, is herein designated as the FDP Team Leader to spearhead the team and coordinate its activities.
2. The following shall compose the FDP Team and Secretariat:

**Members:**

Mr. Ronell B. Alcachupas	Municipal Accountant
Ms. Twila T. Torres	MPDC
Mr. Alexander L. Bejosano	Municipal Treasurer

**Secretariat**

Ms. Ma. Luisa G. Diaz	Assistant Municipal Treasurer, Mun. Treasury
Ms. Minerva T. Salazar	Data Controller III, Mun. Accounting Office
Ms. Joyce Ann Mae L. Del Valle	Budget Officer II, Municipal Budget Office
Ms. Melinda D. Aguilar	Budgeting Aide, Municipal Budget Office
Ms. Althea Mae D. Deomano	Administrative Aide, MPDO

**SECTION 3. DUTIES AND RESPONSIBILITIES.** The FDP Team shall:

- a) advocate the promotion of an honest, transparent, and orderly management of public funds to help minimize, if not totally prevent corruption and misuse of public funds;
- b) accomplish report forms as may be required under the FDP; and
- c) comply with the provisions of laws and existing national policy, by posting in three (3) conspicuous places within the public buildings in the locality the following:

Frequency of Posting	Documents to be Posted	Period of Posting
Annual	1. Annual Budget ( <i>Current Year</i> )	On or before January 20 of each year or not later than 20 days after the approval of the Local Sanggunian
	2. Annual Procurement Plan or Procurement List ( <i>Current Year</i> )	On or before January 31 of each year
	3. Statement of Receipts and Expenditures ( <i>Immediately preceding year</i> )	20 days after the end of 1st quarter
	4. Statement of Indebtedness, Payments and Balances ( <i>Immediately preceding year</i> )	On or before January 31 of each year
	5. Annual GAD Accomplishment Report ( <i>Immediately preceding year</i> )	Not later than the end of January of the ensuing year
	6. Supplemental Procurement Plan ( <i>Previous Year</i> )	Not later than the end of 1st Quarter
Quarterly	7. Trust Fund Utilization	20 days after the end of each quarter
	8. 20% Component of the IRA Utilization	20 days after the end of each quarter
	9. Local Disaster Risk Reduction and Management Fund Utilization	20 days after the end of each quarter
	10. Quarterly Statement of Cash Flows	20 days after the end of each quarter
	11. Bid Results on Civil Works, Goods and Services, and Consulting Services	Within the prescribed period under the Government Procurement Reform Act and its IRR, and to be updated quarterly
	12. SEF Utilization	20 days after the end of each quarter
	13. Unliquidated Cash Advances	20 days after the end of each quarter
	14. Human Resource Complement (formerly Manpower Complement)	20 days after the end of each quarter

- d) post in the **FDP Portal**, the following:

Posting Period	Documents to be Posted and Document Period
1st Quarter (January-March 15)	1. Annual Budget ( <i>current year</i> ) 2. Annual Procurement Plan or Procurement List ( <i>current year</i> ) 3. Statement of Indebtedness, Payments and Balances ( <i>immediately preceding year</i> ) 4. Supplemental Procurement Plan ( <i>immediately preceding year</i> )

Posting Period	Documents to be Posted and Document Period
1st Quarter (January-March 15)	5. Quarterly Statement of Cash Flows (4 <sup>th</sup> Quarter, immediately preceding year) 6. SEF Utilization (4 <sup>th</sup> Quarter, immediately preceding year) 7. Trust Fund Utilization (4 <sup>th</sup> Quarter, immediately preceding year) 8. Bid Results on Civil Works, Goods and Services, and Consulting Services (4 <sup>th</sup> Quarter, immediately preceding year) 9. 20% Component of the IRA Utilization (4 <sup>th</sup> Quarter, immediately preceding year) 10. LD RRMF Utilization (4 <sup>th</sup> Quarter, immediately preceding year) 11. Unliquidated Cash Advances (4 <sup>th</sup> Quarter, immediately preceding year) 12. Human Resource Complement (4 <sup>th</sup> Quarter, immediately preceding year)
2 <sup>nd</sup> Quarter (April-June 15)	1. Statement of Receipts and Expenditures (immediately preceding year) 2. Annual GAD Accomplishment Report (immediately preceding year) 3. Quarterly Statement of Cash Flows (1 <sup>st</sup> Quarter, current year) 4. SEF Utilization (1 <sup>st</sup> Quarter, current year) 5. Trust Fund Utilization (1 <sup>st</sup> Quarter, current year) 6. Bid Results on Civil Works, Goods and Services, and Consulting Services (1 <sup>st</sup> Quarter, current year) 7. 20% Component of the IRA Utilization (1 <sup>st</sup> Quarter, current year) 8. LD RRMF Utilization (1 <sup>st</sup> Quarter, current year) 9. Unliquidated Cash Advances (1 <sup>st</sup> Quarter, current year) 10. Human Resource Complement (1 <sup>st</sup> Quarter, current year)
3 <sup>rd</sup> Quarter (July-September 15)	1. Quarterly Statement of Cash Flows (2 <sup>nd</sup> Quarter, current year) 2. SEF Utilization (2 <sup>nd</sup> Quarter, current year) 3. Trust Fund Utilization (2 <sup>nd</sup> Quarter, current year) 4. Bid Results on Civil Works, Goods and Services, and Consulting Services (2 <sup>nd</sup> Quarter, current year) 5. 20% Component of the IRA Utilization (2 <sup>nd</sup> Quarter, current year) 6. LD RRMF Utilization (2 <sup>nd</sup> Quarter, current year) 7. Unliquidated Cash Advances (2 <sup>nd</sup> Quarter, current year) 8. Human Resource Complement (2 <sup>nd</sup> Quarter, current year)
4 <sup>th</sup> Quarter (October-December 15)	1. Quarterly Statement of Cash Flows (3 <sup>rd</sup> Quarter, current year) 2. SEF Utilization (3 <sup>rd</sup> Quarter, current year) 3. Trust Fund Utilization (3 <sup>rd</sup> Quarter, current year) 4. Bid Results on Civil Works, Goods and Services, and Consulting Services (3 <sup>rd</sup> Quarter, current year) 5. 20% Component of the IRA Utilization (3 <sup>rd</sup> Quarter, current year) 6. LD RRMF Utilization (3 <sup>rd</sup> Quarter, current year) 7. Unliquidated Cash Advances (3 <sup>rd</sup> Quarter, current year) 8. Human Resource Complement (3 <sup>rd</sup> Quarter, current year)

**SECTION 4. EFFECTIVITY.** The order shall take effect immediately.

Done this 2<sup>nd</sup> day of November, 2021 at Los Baños, Laguna.

HON. ANTONIO L. KALAW  
Municipal Mayor *Opn.*