

MY FIRST 100 DAYS for LOCAL CHIEF EXECUTIVES
Calendar of Activities

LGU: _____ PROVINCE: _____ REGION: _____

THINGS TO DO (Highly Recommended)	DATE OF IMPLEMENTATION																RESPONSIBLE UNIT	RESOURCE REQUIREMENTS
	JULY				AUGUST				SEPTEMBER				OCTOBER					
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Form a Transition Team																		
Organize and staff the office first and the offices of the LGU Administrator and Legal Officer																		
Make an initial analysis of the local government's staffing pattern																		
Determine the fiscal status of your LGU																		
Determine the status of the Budget Call																		
Identify source of support and resistance																		
Call for cooperation within the local bureaucracy																		
Commence interface with the local council																		

THINGS TO DO (Highly Recommended)	DATE OF IMPLEMENTATION																RESPONSIBLE UNIT	RESOURCE REQUIREMENTS
	JULY				AUGUST				SEPTEMBER				OCTOBER					
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4		
Strengthen linkage with the barangays																		
Re-organize the Local Special Bodies																		
Review progress of the 2013 Annual Investment Program Implementation																		
Implement doable commitments																		
Finalize preparation of the Executive Budget for 2014																		
Document, disseminate and celebrate small wins																		

Prepared by: _____
LOCAL CHIEF EXECUTIVE