



Pointers for the 1st 100 days for Mayors

- 1. Getting started: Know the limitations and scope of your job.**
 - Acquaint yourself with the provisions of RA 7160, your bible as a local official.
 - Care to study the memorandum circulars from national government agencies.
 - Attend the short courses on local governance.
- 2. Form the Transition Team and get to work.**
 - Identify possible members and organize the team.
 - Get information and documents.
 - Analyze and advise.
- 3. Organize your office.**
 - Define your management style.
 - Man your office.
 - Define office procedure.
- 4. Put to order the executive branch.**
 - Conduct a final review of personnel appointments and performance.
 - Hire the best and the brightest to compose your management team.
 - Appoint officials to co-terminus/confidential positions while limiting the number of casual/contractual.
- 5. Determine the fiscal status of your LGU.**
 - Make an effort to understand the figures from the fiscal documents that state the financial sources available to finance your development agenda, the obligations that have to be settled and the potential revenue enhancement measures that can be introduced.

- 6. Accustom yourself with the different department heads and their departments as the LGU facilitates.**
- 7. Establish rapport with National Government Agencies who implement parallel services in your LGU.**
- 8. Befriend the Legislature.**
 - Be familiar with the legislative processes.
 - Discuss with Sanggunian the setting up mechanisms for executive-legislative interaction and establishment of rules of engagement.
 - Seek the assistance of the DILG-Municipal Local Government Operations Officer (MLGOO) in the formulation of Executive and Legislative Agenda (ELA).
- 9. Strengthen the linkage with the barangays.**
 - Meet the Punong Barangays in your LGU.
 - Present your development agenda and ask for their suggestions.
 - Agree on regular barangay visitation and tentative agenda and activities during the visit.
- 10. Mobilize other stakeholders (e.g. CSOs/NGOs, Business Sector and Media) in your area and maintain a good perspective of these groups. These groups are potent force in promoting the development of your locality.**
- 11. Reconstitute and meet the Local Special Bodies (LSBs).**
 - Be familiar with the functions, roles and composition of LSBs as well as their capability requirements.
 - Create partnerships with the LSBs and present to them the thrusts and direction of your administration and their roles in achieving your development priorities.
- 12. Plan for now and later.**
 - Work on your short term agenda.
 - Craft your three-year agenda
- 13. Take charge of next year's budget focusing in the formulation of income and expenditure projections, budget proposals per department and budget document to be submitted to the SB.**
- 14. Implement doable commitments. Show commitment and sincerity by fulfilling your promises to your constituents.**
- 15. Document, disseminate and celebrate small wins.**

