

EXECUTIVE ORDER NO. 2010 - 007

CREATING NEW CITY GOVERNMENT OFFICES AND
SPECIFYING THEIR FUNCTIONS:-

WHEREAS, new offices need to be created to support the new administration's thrusts of providing efficient delivery of basic social and economic services that is seen and felt by every Nagueño;

WHEREAS, in order to ensure that every aspect of governance is being given much importance, creation of new offices designed to ensure compliance and allow proper execution of service-oriented policies, in line with keeping an informed citizenry is needed to ensure an accountable city leadership;

NOW THEREFORE, BY THIS SECOND EXECUTIVE ORDER, I, JOHN G. BONGAT, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the creation of new city government offices, to wit:

Section 1. Creation and General Functions. The following offices are hereby created with the following general functions, subject to adjustment as the City Mayor may deem fit:

- a. **City Properties Management Office** - ensure proper care, maintenance and management of city government-owned land and buildings, parks, plazas and street islands; monitor compliance by other parties with the terms and conditions of such use or occupancy.
- b. **Media Relations Office** - disseminate information on city issues to media partners; coordinate media requests for information and interviews regarding city programs and activities; and facilitate dissemination of city government announcements, orders, and other information.
- c. **City Publications and External Relations Office** - tasked with the publication of city printed materials such as *City Hall Matters*, *Naga City Journal* and *Naga City Brochure*; establish external linkages and coordinate the visits of government, civil society and private institutions.
- d. **I-Governance Program Office** - pursuant to Ordinance 2002-063, oversee the implementation of i-Governance program components such as the city website and Citizens Charter; manage the IT training program for city officials and employees, teachers and others.
- e. **I-Serve Information and Action Center** - pursuant to SP Ordinance 2008-092, implement the Innovative Service Value Entitlement Program (I-SERVE); facilitate delivery of services and client privileges under the program; and operate the city government's client information center including a call center.
- f. **Investment and Trade Promotion Office** - implement image-building and investment generation activities; provide services needed by prospective investors; undertake trade and marketing services designed to facilitate the expansion of markets for the products and services of local enterprises;

- g. **Tourism, Arts and Culture Office** - implement an effective tourism campaign that highlights the richness and diversity of arts and culture in Naga City.

Section 2. Each office shall have a designated head and personnel to carry out its functions.

Section 3. All issuances inconsistent with this Executive Order are hereby modified accordingly.

Let copies of the Executive Order be furnished to all concerned.

Done in the City of Naga this 30th day of June, 2010 at Naga City Philippines.

JOHN G. BONGAT
City Mayor

Attested by:

FLORENCIO T. MONGOSO, JR.
Acting City Administrator