

**EXECUTIVE ORDER NO. 2012-001**

**PURSUING THE CITY GOVERNMENT'S COMMITMENT TO RESPONSIVE GOVERNANCE THRU THE FORMULATION OF AN EMPLOYEES' HANDBOOK AND DEPARTMENTAL OPERATIONAL MANUAL AND CONSTITUTING FOR THIS PURPOSE A TEAM TO EXPEDITE THEIR FORMULATION, FINALIZATION, PUBLICATION AND INSTITUTIONALIZATION:**

**WHEREAS**, the City Government envisions an empowered and strengthened work force composed of well rounded and competent personnel, worthy of remuneration and recognition, protected and equitably provided of their rights and privileges, and responsibly delivering public service;

**WHEREAS**, there is a need to consolidate all civil service and internal public service policies and concepts in the form of an employees' manual and departmental operational manual to serve as guide and reference material in the day-to-day operation of the City Government;

**WHEREAS**, to expedite their formulation, finalization, publication and institutionalization, the said employees' handbook and departmental operational manual, a technical team and pool of consultants to work on this specific undertaking needs to be constituted;

**NOW, THEREFORE, I, JOHN G. BONGAT**, Mayor of the City of Naga, by the virtue of the powers vested in me by law do hereby order the following:

**Section 1. EMPLOYEES' HANDBOOK** - The Employees' Handbook shall serve as a printed guidebook containing basic civil service concepts such as employee welfare, benefits, incentives and responsibilities, workplace decorum, career and personal development, personnel discipline and grievance machinery.

**Section 2. DEPARTMENTAL OPERATIONS MANUAL** – This manual shall be formulated by each department based on the format that the team herein created will adopt. It shall serve as employees' guide on the many aspects of their department's operations. It shall contain the easy-to-follow steps or procedures on service and program delivery of each department of the City Government.

**Section 3. TECHNICAL TEAM AND POOL OF CONSULTANTS** - A Technical Team, herein referred as the "Team", and Pool of Consultants is hereby created and constituted to be composed of the following:

Team Leader : Mr. Allen Reondanga, CMO-SAO

Members: Mr. Nicholas Motos, I-Serve Officer  
Ms. Sieglinde Bulaong, MNDC Executive Director  
Mr. Ansel Maño, OIC, Information Technology Office  
Mr. Huberto Ursua, I-Governance Program Officer  
Ms. Estrella De Leon, Naga City Governance Institute

Consultants: Mr. Florencio T. Mongsoso, Jr., CSEE, City Administrator  
Ms. Teresita Zapata, Human Resource Mgt. Officer  
Ms. Helen Rosales, City Treasurer  
Ms. Paciencia SJ. Tabinas, City Accountant  
Atty. Perfecto Junjun Bragais, City Legal Officer

**Section 4. FUNCTIONS -** The Team shall:

- a. conduct research studies from various government agencies or units to gather substantial data and information as to the components, substance and technicalities of the proposed handbook and/or manual;
- b. collate and consolidate all outputs from the studies made for reference and application purposes;
- c. formulate, draft, finalize and reproduce copies of the proposed handbook and/or format of the departmental manual;
- d. convene as required to work on the completion of the handbook and/or format of the departmental manual;
- e. present the final draft of the handbook and departmental manuals to the City Mayor and to the management committee for approval; and to the Sangguniang Panlungsod for legislation;
- f. formulate the timeline for the drafting, finalization and submission of departmental manuals;
- g. as the need arises, shall continue to innovate, amend or revise the employees' handbook and/or format of the departmental manual to ensure usefulness and applicability.

**Section 4. ORIENTATION OF EMPLOYEES -** The Human Resource Management Office shall, upon approval of the handbook, orient all city employees on the importance, objectives, content and application of the handbook and/or departmental manual through a seminar called for the purpose.

**Section 5. Effectivity.** This Executive Order shall take effect immediately.

Issued this 9<sup>th</sup> day of January, Two Thousand and Twelve at Naga City, Philippines.

**JOHN G. BONGAT**  
City Mayor

Attested by:

**FLORENCIO T. MONGOSO, JR, CSEE**  
Department Head II and Acting City Administrator