



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
City of Naga



EXECUTIVE ORDER NO. 2013-031

REORGANIZING AND RENAMING THE EXISTING PUBLIC INFORMATION DIVISION OF THE CITY MAYOR'S OFFICE AS THE CITY EVENTS, PROTOCOL AND PUBLIC INFORMATION OFFICE (CEPPIO):-

Whereas, it is the avowed policy of this administration to ensure transparency and full and appropriate disclosure of policies, programs, official events and activities, and achievements of the City Government of Naga which are matters of public concern;

Whereas, the city leadership deemed it fit to integrate in one division the planning, organizing, and implementation of official City Government events and special activities, as well as the dissemination of public information and conduct of media relations services in order to promote efficiency;

Now therefore, I, John G. Bongat, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order:

Section 1. The Office. The Public Information Division of the City Mayor's Office is hereby reorganized and renamed as the City Events, Protocol and Public Information Office (CEPPIO) which shall be headed by a Supervising Administrative Officer (Information Officer IV). The CEPPIO shall be the primary office responsible for the planning, organizing, and implementation of official City Government events and special activities, as well as the dissemination of public information and conduct of media relations services.

Section 2. Functions of the Office. To carry out its mandate, the functions of the Office are hereby defined:

- a. Establish the calendar of activities for official, regularly-held and traditional city events, and special events hosted, co-hosted, sponsored, or co-sponsored by the City Government;
- b. Organize events and manage functions as directed by the City Mayor;
- c. Take care of logistics, venue preparation, and food/beverage services pursuant to existing procurement, accounting and auditing rules, and supervision of the city's sound and light system service team;
- d. Coordinate with city government departments, national government agencies, civic groups, non-government entities and private organizations in relation to the conduct of regular and special events of the City Government;

- e. Manage and supervise the existing Naga City Hall Chorale and Naga City Dance Troupe;
- f. Handle all protocol services for and on behalf of the city government which include, but are not limited to, planning and holding of city hospitality functions and major visits by Heads of State, Heads of Government, and other guests of the city government, and provide advice to the City Mayor, members of the Sangguniang Panlungsod and government departments on protocol-related matters such as ceremonies, forms of address, flag procedures, heraldry matters, such as official use of the City Seal and emblems;
- g. Assist the City Mayor and the Sangguniang Panlungsod in giving due recognition to Naguenos, as provided in the existing Naga City honors system such as the Mayoral Awards;
- h. Develop and implement necessary mechanisms pertaining to the delivery and dissemination of information relating to the policies, programs, official activities and achievements of the City Government;
- i. Coordinate and cultivate relations with private media;
- j. Manage and administer the city's official social media accounts;
- k. Liaise with the Secretariat of the Sangguniang Panlungsod and other departments of the city government;
- l. Perform editorial functions for the Naga City Gazette in close coordination with the Sangguniang Panlungsod Secretariat and City Publications Office;
- m. Prepare the budget of the office and manage the approved allocation;
- n. Perform such other functions as the City Mayor and/or the Sangguniang Panlungsod may assign from time to time.

Section 3. Staffing Requirements. The City Events, Protocol and Public Information Officer, in coordination with the City Administrator and the City Human Resource Management Officer shall formulate and establish the organizational structure and staffing pattern of the office, composed of the necessary administrative and technical personnel for the efficient and effective conduct of its functions and duties prescribed herein. The organizational structure shall form an integral part of this Executive Order, by way of an addendum upon finalization duly approved by the City Mayor.


Section 4. Appropriations. The budget of the Office shall be sourced from the remaining budget of the Office of the City Administrator and the Office of the City Mayor, as may be appropriate, for the current year, subject to existing and applicable laws, rules and regulations. The succeeding years' appropriations for the said office shall be prepared, presented and approved in accordance with regular government budget procedures.

Section 5. Repealing Clause. Provisions of Executive Order No. 2013-023 and other orders and/or issuances, or parts thereof, which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

Section 6. Severability. If any provision of this Executive Order shall be held unconstitutional, the remainder not otherwise affected shall remain in full force and effect.

Section 7. Effectivity. This Executive Order shall take effect immediately.

Issued this 12th day of November, Two Thousand and Thirteen in the City of Naga.

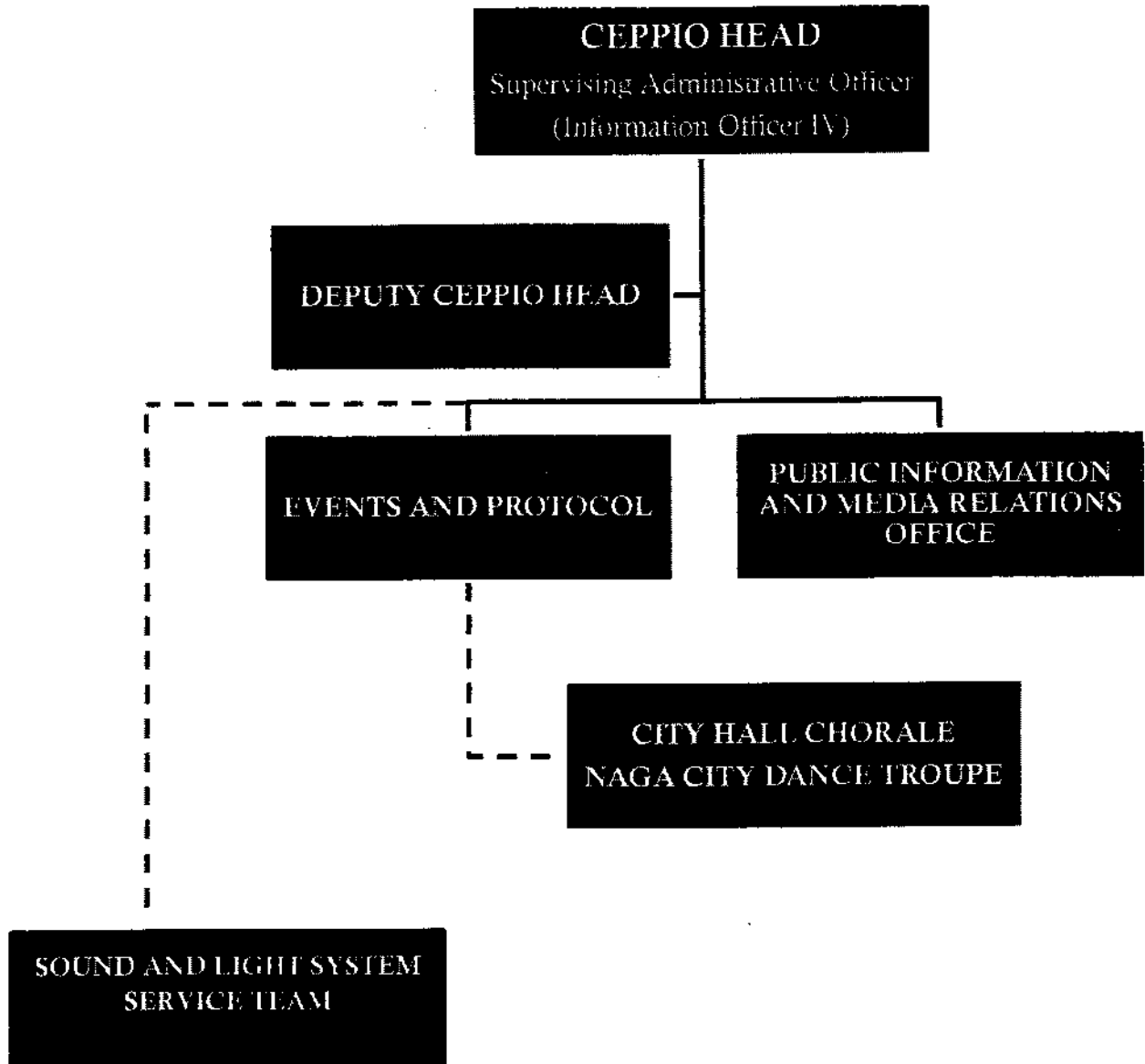

JOHN G. BONGAT
City Mayor

Attested by:


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

Organizational Structure

CITY EVENTS, PROTOCOL AND PUBLIC INFORMATION OFFICE



Organizational Structure

CITY EVENTS, PROTOCOL AND PUBLIC INFORMATION OFFICE

Organizational Structure
CITY EVENTS, PROTOCOL AND PUBLIC INFORMATION OFFICE
PRESENT STAFFING PATTERN

