



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



EXECUTIVE ORDER NO. 2015-004

RECONSTITUTING THE VARIOUS PERSONNEL MECHANISM COMMITTEES OF THE CITY GOVERNMENT OF NAGA:

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

Section 1. Career and Personnel Development Committee (CPDC). The Career and Personnel Development Committee is hereby reconstituted to be composed of the following:

Chairman: Mr. Huberto I. Ursua, Acting City HRMO
Co-Chairperson: Mr. Gil A. de la Torre, PIC Coordinator/SP Secretary
Members: Mr. Florencio T. Mongoso, Jr., CSEE, City Administrator
Mr. Wilfredo B. Prilles, Jr., City Planning & Dev't Officer
Mr. Prudencio V. Rodriguez, NACILGUEA President

The Committee shall provide support functions to management in matters pertaining to selection of agency nominees to training, development and scholarship programs in accordance with existing civil service police and standards.

Section 2. Grievance Committee. The Grievance Committee is hereby reconstituted to be composed of the following:

Chairman: Mr. Francisco Mendoza, City Budget Officer
Co-Chairman: Ms. Teresita A. Del Castillo, City Population and Nutrition Officer
Members: Mr. Florencio T. Mongoso, Jr., CSEE, City Administrator
Mr. Huberto I. Ursua, Acting City HRMO
Hon. Cecilia Veluz-De Asis, City Councilor
Mr. Gil A. de la Torre, PIC Coordinator/SP Secretary
Mr. Prudencio V. Rodriguez, NACILGUEA President

The Committee shall develop and implement pro-active measures or activities to prevent grievance and to resolve work-related issues arising in employee dissatisfaction such as but not limited to physical working conditions, interpersonal relations and linkages protest on appointment and all other that can give discontentment to employees, without the bound of legal rules and technicalities.

Section 3. Performance Evaluation and Review Committee (PERC). The Performance Evaluation and Review Committee is hereby reconstituted to be composed of the following:

Chairman: Mr. Florencio T. Mongoso, Jr., CSEE, City Administrator
Co-Chairman: Mr. Gil A. de la Torre, PIC Coordinator/SP Secretary
Mr. Huberto I. Ursua, Acting City HRMO
Mr. Wilfredo B. Prilles, Jr., City Planning & Dev't Officer
Department/Office Heads Concerned

The Committee shall assist the Human Resource Management Office (HRMO) and the City Government as a whole, in measuring the overall performance of the personnel and at the same time

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serve as guide or bases for the effective implementation of the approved Revised Agency Performance Evaluation System (PES)

Section 4. Committee for the Program on Awards and Incentives for Service Excellence (PRAISE). The Committee for the Program on Awards and Incentives for Service Excellence is hereby reconstituted to be composed of the following:

Chairman: Mr. Gil A. de la Torre, PIC Coordinator/SP Secretary
Co-Chairman: Mr. Francisco M. Mendoza, City Budget Officer
Members: Mr. Wilfredo B. Prilles, Jr., City Planning & Dev't Officer
Mr. Huberto I. Ursua, Acting City HRMO
Mr. Florencio T. Mongoso, Jr., CSEE, City Administrator
Mr. Prudencio V. Rodriguez, NACILGUEA President

The Committee shall encourage, recognize and reward employees, individually and in groups, for their suggestions, innovative ideas, inventions, discoveries, superior accomplishments, heroic deeds, exemplary behavior, extraordinary acts or services and other personal efforts which contribute to the efficiency, economy and improvement in government operations, which lead to organizational productivity.

Section 5. Personnel Selection Board (PSB). The Personnel Selection Board (PSB) is hereby reconstituted to be composed of the following:

Chairman: Mr. Florencio T. Mongoso, Jr., CSEE, City Administrator
Co-Chairman: Mr. Francisco M. Mendoza, City Budget Officer
Members: Hon. Gabriel H. Bordado, Jr., City Councilor
Hon. Ray-An Cydrick G. Rentoy, City Councilor
Mr. Huberto I. Ursua, Acting City HRMO
Mr. Gil A. de la Torre, PIC Coordinator/SP Secretary
Mr. Prudencio V. Rodriguez, NACILGUEA President
Department/Office Head where the vacancy is

The Board shall assist the appointing authority in the judicious and objective selection of qualified and deserving candidates/personnel for appointment or promotion in the City Government and in the formulation, development and implementation of some policies which would contribute to the welfare of the City Government employees.

Section 6. Committee on Decorum and Investigation (CODI). The Committee on Decorum and Investigation (CODI) is hereby reconstituted to be composed of the following:

Chairman: Atty. Perfecto N. Bragais III, City Legal Officer
Co-Chairman: Mr. Francisco M. Mendoza, City Budget Officer
Members: Ms. Teresita A. Del Castillo, City Population and Nutrition Officer
Hon. Cecilia Veluz-De Asis, City Councilor
Mr. Huberto I. Ursua, Acting City HRMO
Mr. Prudencio V. Rodriguez, NACILGUEA President



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The Committee shall devise uniform rules and regulations particularly in the definition of sexual harassment and the sanction thereof as well as conform to the uniform procedures for the administrative investigation, prosecution and adjunction of sexual harassment cases in accordance with Section 58 of CSC Resolution No. 01-0940 s. 2001.

Section 7. Secretariat. The Human Resource Management Officer shall appoint from among his staffs committee secretaries for each of the committees.

Section 8. Incorporating Clause. All civic service laws, rules and regulations pertaining to the aforementioned personnel mechanisms are hereby deemed incorporated in this Executive Order.

Section 9. Effectivity. This Executive Order shall take effect immediately.

Issued this 16th day of January, 2015, in the City of Naga, Philippines.


JOHN G. BONGAT
City Mayor

Attested by:


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