



REPUBLIC OF THE PHILIPPINES  
CITY OF NAGA  
"An Maogmang Naga"

Office of the City Mayor



**EXECUTIVE ORDER NO. 2016 -003**

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

**WHEREAS**, the City Government of Naga has various Personnel Mechanism Committees constituted pursuant to and consistent with the existing Civil Service laws, rules and regulations that need to be updated;

**NOW THEREFORE**, with 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. Florencio T. Mongoso, Jr., CSEE, Acting City Administrator  
Co-chairman: Mr. Gil A. Dela Torre, PIC Coordinator/SP Secretary  
Members : Mr. Huberto I. Ursua., City HRMO  
Mr. Wilfredo B. Prilles, Jr., City Planning & Development Officer  
Prudencio V. Rodriguez III, 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 the existing Civil Service policies and standards

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

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



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The Committee shall develop and implement pro-active measures or activities to prevent grievance and 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 others that can give discontentment to employees, without the bound of legal rules and technicalities.

**Section 3. Performance Management Team (PMT).** The PMT is hereby reconstituted to be composed of the following:

Chairman : Florencio T. Mongoso, Jr. (Acting City Administrator)  
Co-chairman: Wilfredo B. Prilles, Jr. (City Planning & Dev. Officer)  
Members : Huberto I. Ursua (City HRMO)  
Francisco M. Mendoza (City Budget Officer)  
Prudencio V. Rodriguez III (NACILGUEA President)  
Secretariat: City Planning and Development Office

The Committee shall coordinate with the City Planning Office, the Human Resource Management Office (HRMO) and the City Government as a whole, in measuring the performance level of all offices and its individual personnel and serve as guide or bases for the implementation of the approved Strategic Performance Management System (SPMS).

**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. Dela Torre, PIC Coordinator/SP Secretary  
Co-chairman: Mr. Francisco M. Mendoza, City Budget Officer  
Members : Mr. Wilfredo B. Prilles, Jr., City Planning & Dev. Officer  
Mr. Huberto I. Ursua, City HRMO  
Mr. Florencio T. Mongoso, Acting City Administrator  
Mr. Prudencio V. Rodriguez III, 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 is hereby reconstituted to be composed of the following:



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Chairman: Mr. Florencio T. Mongoso, Jr., Acting City Administrator  
Co-chairman: Mr. Francisco M. Mendoza, City Budget Officer  
Members : Hon. Gabriel H. Bordado, Jr., City Councilor/Committee on Appropriations  
Hon. Ray-An Cydrick G. Rentoy, City Councilor/Committee on Laws,  
Ordinances and Reorganization  
Mr. Huberto I. Ursua, City HRMO  
Mr. Gil A. Dela Torre, PIC Coordinator/SP Secretary  
Mr. Prudencio V. Rodriguez III, NALILGUEA 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 Jun Jun N. Bragais III, City Legal Officer  
Co-chairman: Mr. Francisco M. Mendoza, City Budget Officer  
Members : Ms. Teresita A. Del Castillo, City Population & Nutrition Officer  
Hon. Cecilia Veluz-De Asis, City Councilor/Committee on Womens  
Mr. Huberto I. Ursua, Acting City HRMO  
Mr. Prudencio V. Rodriguez III, NACILGUEA President

The committee shall devise uniform rules and regulations particularly in the definition of sexual harassment and the sanctions thereof as well as conform to the uniform procedures for the administrative investigation, prosecution and adjunction of sexual harassment cases in accordance with the 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 Civil Service laws, rules and regulations pertaining to aforementioned personnel mechanisms are hereby deemed incorporated in this Executive Order.




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**Section 9. Effectivity.** This Executive Order shall be effective on February 22, 2016.

Issued this 19<sup>th</sup> day of February, 2016 in the City of Naga, Philippines.

  
**JOHN G. BONGAT**  
City Mayor

Attested:

  
**FLORENCIO T. MONGOSO, JR., CSEE**  
CGDH II, Acting City Administrator