

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



EXECUTIVE ORDER NO. 2017 – 011

**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:

Chairperson: Mr. Florencio T. Mongoso, Jr., CSEE, Acting City Administrator
Co-chairperson: 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
Mr. Anselmo B. Mano, 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:

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

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:

Chairperson : Mr. Florencio T. Mongoso, Jr. (Acting City Administrator)
Co-chairperson : Mr. Wilfredo B. Prilles, Jr. (City Planning & Dev. Officer)
Members : Mr. Huberto I. Ursua (City HRMO)
 Mr. Francisco M. Mendoza (City Budget Officer)
 Mr. Anselmo B. Mano (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:

Chairperson: Mr. Gil A. Dela Torre, PIC Coordinator/SP Secretary
Co-chairperson: 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. Anselmo B. Mano, 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:

Chairperson Mr. Florencio T. Mongoso, Jr., Acting City Administrator
Co-chairperson: Mr. Francisco M. Mendoza, City Budget Officer
Members : Hon. Cecilia Veluz-De Asis., 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. Anselmo B. Mano, 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:

Chairperson Atty. Perfecto Jun Jun N. Bragais III, City Legal Officer
Co-chairperson: 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 Women
Mr. Huberto I. Ursua, City HRMO
Mr. Anselmo B. Mano, NACILGUEA President

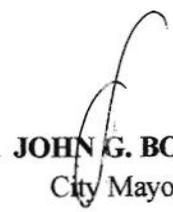
The committee shall devise uniform rules and regulations particularly in the definition of sexual harassment and the sanctions thereof as well as conform to the uniform procedures for the administrative investigation, prosecution and adjunction of sexual harassment cases in accordance with the Section 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.

Section 9. Effectivity. This Executive Order shall be effective on May 17, 2017.

Issued this day 17th day of May, 2017 in the City of Naga, Philippines.



JOHN G. BONGAT
City Mayor

Attested:



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