



REPUBLIC OF THE PHILIPPINE  
**OFFICE OF THE CITY MAYOR**  
*City of Naga*



**EXECUTIVE ORDER NO. 2018 - 012**

**ESTABLISHING A FRAMEWORK FOR THE MANAGEMENT AND ORGANIZATION OF THE NAGA CITY HALL CHORALE:**

**WHEREAS**, the Naga City Hall Chorale has been providing the city government functional music in most of its official events;

**WHEREAS**, City Ordinance No. 2017-108 has mandated the City Events, Protocol and Public Information Office through its Events Management and Protocol Services Division to manage and supervise the Naga City Hall Chorale;

**WHEREAS**, there is a need to establish a framework that will serve as guide for the CEPPIO in the management and organization of the said group;

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

Section 1. **THE CHORALE.** The Chorale, as much as practicable, shall be composed of employees of the City Government regardless of rank and employment status. It may, however, accept as members a maximum of five (5) non-city government employees. Its membership shall not exceed twenty-five (25) including the accompanists and director.

Section 2. **OFFICERS.** The City Hall Chorale, although under the management and supervision of CEPPIO, is given independence in the conduct of its internal affairs through its duly elected officers. Only city government employees may be elected to the following positions:

1. President who shall preside at all choir meetings, represent the choir at all city hall functions where necessary; appoint necessary committees and to be responsible for their actions, and in charge when the director is on leave (including when there is a substitute);
2. Vice President who shall assume the duties of the president at times the president is unable to perform his/her assigned duties; assist with the programs, organize receptions after concerts, appoint and chair the uniform committee, and in charge when the director and president are on leave.
3. Secretary who shall take minutes at all choir meetings, take attendance at the daily rehearsal, extra rehearsals, and performances; be responsible for

writing and sending invitations and notes when needed, and collect written matter when necessary.

4. Treasurer who shall help with the fund raisers' monies and collection for special choir projects and/or functions.
5. Public Relations Officer who shall take charge of all promotional activities of the choir.
6. Librarian who shall be in charge of the choir library which includes: sorting, filing, and stamping music. He or she shall also responsible for preparing music folders.

Section 3. **HIRING OF A DIRECTOR AND ACCOMPANIST.** In order to promote, support, and sustain interest in choral music and to ensure Chorale's performance under the direction of professional musicians, the city government shall hire a Chorale Director and Accompanist.

Section 4. **SERVICES.** As one of the city government's arm in promoting art and heritage in music, the Chorale's services shall be tapped to perform in the following city events/activities:

1. Commemorative and Historical Events
2. Art and Cultural Events
3. Civic Funerals
4. Events promoting positive city image
5. City sponsored or co-sponsored events requiring functional music
6. All Flag Raising Ceremonies in August (History Month) to promote the proper singing of the National Anthem and other mandated hymns
7. City events requiring liturgical music

Section 5. **REPERTOIRE.** The Chorale shall maintain a Bicol and Filipino Music repertoire. Whenever necessary, Bicol and Filipino chorale music shall be included in all performances.

Section 6. **CHORALE'S PATRON.** The City Government of Naga shall be the primary patron of the Naga City Hall Chorale. The City in its commitment in supporting its needs, shall provide the following:

1. Gala costume and casual uniform;
2. Meals and snacks for regular practice;
3. Necessary musical instruments and equipment;
4. Fixed honorarium per practice to cover transportation expenses;

5. Hotel accommodation only during out-of-town competitions duly sanctioned by the Civil Service Commission or other government agencies

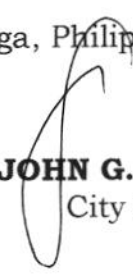
Section 7. **CHORALE SERVICE AS SPMS ACCOMPLISHMENT.** Participation in all official performances shall be recognized as accomplishment of each member and shall be included among their deliverables in the Strategic Performance Management System (SPMS)

Section 8. **REGULAR PRACTICE AND HONORARIA.** Each Chorale member shall be entitled to an Honorarium amounting to One Hundred Pesos (P100.00) per attendance to a regular practice. However, in no case shall the total honorarium for each member exceed Three Hundred Pesos (P300.00) in a month.


Section 9. **FUNDING.** The amount necessary for the management of the Naga City Hall Chorale shall be incorporated yearly in the budget of the City Events, Protocol and Public Information Office.

Section 10. **EFFECTIVITY.** This Executive Order shall be effective immediately.

Issued this 9<sup>th</sup> day of July, 2018 in the City of Naga, Philippines.

  
**JOHN G. BONGAT**  
City Mayor

Attested by:

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