

ADMINISTRATIVE ORDER 2011-002

**DIRECTING THE CITY PROPERTIES MANAGEMENT OFFICE
TO ASSUME THE MAINTENANCE AND UPKEEP OF THE
METRO NAGA SPORTS COMPLEX AND THE NAGA CITY
YOUTH CENTER:-**

1. Pursuant to Executive Order No. 2010-007 issued on June 30, 2010, the City Properties Management Office (CPMO) was created “to ensure proper care, maintenance and management of city government-owned land and buildings...”
2. Effective February 16, 2011, the City Properties Management Office shall maintain and ensure the upkeep of the Metro Naga Sports Complex and the Naga City Youth Center and all properties found therein, including maintaining the safety and quality of all playing surfaces and facilities such as the football field, basketball courts, volleyball courts, tennis courts, track and field facility and swimming pool, etc. ensuring that a proper security system in and around the building premises, landscaping of the grounds, and the cleanliness of façade and building interiors and premises;
3. It shall likewise conduct an inventory and assume the safekeeping of all facilities, equipment and supplies and materials found in said city properties;
4. The CPMO, shall, through its head, submit the following:
 - a. Inventory of equipment to the GSD
 - b. Periodical report and recommendations of its initiatives and undertakings to the City Mayor and City Administrator.
5. This Administrative Order shall be effective immediately.

ISSUED this 14th day of February, 2011, at Naga City, Philippines.

JOHN G. BONGAT
City Mayor

Attested by:

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