

ADMINISTRATIVE ORDER NO. 2011-004

**TRANSFERRING CERTAIN OFFICES UNDER THE
ADMINISTRATIVE CONTROL AND SUPERVISION
OF THE OFFICE OF THE CITY ADMINISTRATOR:-**

NOW THEREFORE, I JOHN G. BONGAT, Mayor of Naga City, do hereby order the following:

Section 1. The following offices are hereby placed under the administrative control and supervision of the Office of the City Administrator:

- a. Lingkod Barangay Office
- b. Bicol Science and Technology Centrum
- c. Raul S. Roco Library

As defined under this section, administrative supervision and control shall be construed to mean as the authority to act directly whenever a specific function is entrusted by law or regulation to a subordinate; oversee the operations of said offices, ensure that they are managed effectively, efficiently and economically, direct the performance of a duty; review, approve, reverse or modify acts and decisions of subordinate officials or units; determine priorities in the execution of plans and programs; and prescribe standards, guidelines, plans and programs.

Section 2. Matters of day-to-day administration or all those pertaining to internal operations shall be left to the discretion or judgment of the head of the offices aforementioned.

Section 3. This Administrative shall be effective immediately.

Issued this 7th day of March, 2011 at Naga City, Philippines.

JOHN G. BONGAT
City Mayor

Attested by:

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