

ADMINISTRATIVE ORDER 2011-005

DIRECTING THE TRANSFER OF OFFICES TO ITS NEW OFFICE LOCATIONS

By virtue of the powers vested in me by law, I, JOHN G. BONGAT, Mayor of the City of Naga, do hereby order the following:

Section 1. The following offices are hereby directed to transfer to their new office locations within the period indicated hereunder:

OFFICE	NEW OFFICE LOCATION	PERIOD FROM WHICH OFFICES SHALL TRANSFER FROM THE DATE OF ISSUANCE OF THIS ADMINISTRATIVE ORDER
City Publication and External Relations Office (CPERO)	2nd Floor of Raul S. Roco Library (Former Computer Room)	Within five (5) days
Naga City Council for Women (NCCW)	Metro PESO (the office to be vacated by CPERO)	Within seven (7) days
City Legal Office (CLO)	2nd Floor of City Hall Main Building (the office to be vacated by the NCCW)	Within fifteen (15) days
Naga City Governance Institute (NCGI) together with the Governance Section of the City Planning and Development Office	2nd Floor of City Hall Main Building (the office to be vacated by the CLO)	Within fifteen (15) days
Lingkod Barangay Office (LBO)	The office to be vacated by HSDO including the working space (bodega) occupied by the ENRO and GSD adjacent to the it	Within seven (7) days
Kabalikat Office	Central Communication Center	Within fifteen (15) days
Water Services Division	Naga City Civic Center (the office to be vacated by Kabalikat)	Within ten (10) days
City Population and Nutrition Office	Old Hall of Justice (the office to be vacated by LBO)	Within thirty (30) days
Media Relations Center	Half of the office vacated by the City Population and Nutrition Office	Within forty (40) days
CMO Records Division	Half of the office vacated by the City Population and Nutrition Office	Within forty (40) days
Children In Conflict with the Law Center/Abandoned and Neglected Children	Metro Naga Sports Complex	Within forty (40) days

Section 2. Pursuant to Article 86 (xi) Rule XV of the IRR of the Local Government Code, the City Mayor is empowered to *“allocate and assign office space to the city and other city officials who, by law or ordinance, are entitled to such space in the city hall and other buildings owned or leased by the city”*.

Section 3. This Administrative Order shall take effect immediately.

Issued this 6th day of June, Two Thousand and Eleven at Naga City Philippines.

JOHN G. BONGAT
City Mayor

Attested by:

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