

ADMINISTRATIVE ORDER 2012-001

**DIRECTING THE TRANSFER OF CERTAIN OFFICES  
TO THEIR NEW OFFICE LOCATIONS**

By virtue of the powers vested in me by law, in particular Article 86 (xi) Rule XV of the Implementing Rules and Regulations of the Local Government Code of 1991, *which empowers the City Mayor to “allocate and assign office space to the city and other city officials, who, by law or ordinance, are entitled to such office space in the City Hall and other buildings owned or leased by the City”*, 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:

<b>OFFICE</b>	<b>NEW OFFICE LOCATION</b>
Naga City E-Skwela Center	Newly constructed office space at Naga City Youth Center
Accounting Office	Newly constructed office space beside the People’s Hall
Budget Office	
Persons with Disabilities Affairs Office (PDAO)	Ground Floor of the newly constructed building beside COMELEC
Arts, Culture, and Tourism Office (ACTO)	Metro PESO Conference Room
City Publications and External Relations Office (CPERO)	
Naga City Council for Women (NCCW)	Ground Floor of Bantay Familia Building
Metro Naga Development Council (MNDC)	2 <sup>nd</sup> Floor of Raul S. Roco Library
General Services Department	Office spaces located at the Mezzanine of the Jesse M. Robredo Coliseum
Solid Waste Management Office	
Water Services Division	
Naga City Community College	Naga City Center for Health Development and Nutrition
Human Resource Management Office	The Office to be vacated by the Lingkod Barangay Office
Lingkod Barangay Office	New office building located at the back of the Naga City Center for Health Development and Nutrition

**Section 2.** To facilitate requests for light and water services from the General Services Department and Water Services Division, a Light and Water Support Services Extension Office shall be maintained at the Blue Room.

**Section 3.** The Public Information Division of the City Mayor's Office shall cause the widest dissemination of this Executive Order.

**Section 4.** This Executive Order shall be effective immediately.

Issued this 2<sup>nd</sup> of day December, Two Thousand and Twelve in the City of Naga, Philippines.

**JOHN G. BONGAT**  
City Mayor

Attested by:

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