



REPUBLIC OF THE PHILIPPINES  
CITY OF NAGA  
"An Maogmang Naga"

Office of the City Mayor



**ADMINISTRATIVE ORDER NO. 2013-001**

**ESTABLISHING A BUILDING MAINTENANCE OFFICE UNDER THE OFFICE OF THE CITY ADMINISTRATOR:-**

**WHEREAS**, The City Government of Naga is desirous in having an office that will be responsible for providing quality and cost-effective custodial maintenance services in all city-owned buildings;

**WHEREAS**, the city leadership strives to maintain a clean, presentable, conducive, healthy, and safe working environment for all employees and clients working and availing themselves of the services of the city government through its various office buildings and installations;

**WHEREAS**, creating an office primarily tasked to undertake preventive and repair services and improvements can extend the life of city properties which could effectively translate to city savings due to proper maintenance of, prolonged depreciation and better upkeep of buildings, furniture and fixtures, appliances, among others;

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

**Section 1. CREATION** - A Building Maintenance Office, hereinafter referred as the "Office", is hereby created which will be under the direct control and supervision of the Office of the City Administrator.

**Section 2. FUNCTIONS** - The Office shall be responsible in providing maintenance and repair of all City-owned buildings, with the exception of the Naga City Gymnasium, Jesse M. Robredo Coliseum, Naga City People's Mall, Naga City Youth Center and Metro Naga Sports Complex. The Office shall specifically have the following functions and responsibilities:

- a. Providing services such as routine maintenance of ceilings, floors, doors, interior/exterior walls, fixtures and windows;
- b. Providing lock repair, lock changes, lockout services (file cabinet, desk, office);
- c. Providing repair and maintenance services for emergency generators, electrical distribution and lighting systems;
- d. Providing repair and maintenance services for plumbing systems in addition to welding and sheet metal services;
- e. Ensuring the cleanliness of city-owned buildings (janitorial services);

- f. Providing event set up for city-sponsored activities in the Naga City People's Hall such as sound system, chairs, tables, air-conditioners, electric fans, etc.;
- g. Purchasing of needed materials, consumables and equipment, in coordination with the Office of the City Administrator and General Services Department;
- h. Formulating preventive maintenance and repair plans, and office services and janitorial schedules;
- i. Providing assistance in the development of plans for office alterations/rehabilitations; and
- j. Providing other services in support of the above.

**Section 3. TRANSFER OF OFFICE PERSONNEL AND EQUIPMENT –**

To promote economy and efficiency, some of the skilled and non-skilled personnel including the equipment and materials being utilized by them or considered necessary in the performance of their functions are hereby authorized to be transferred from the General Services Department, Solid Waste Management Office and City Engineer's Office to this newly created Office.

The City Administrator shall, in consultation with the City Mayor, issue a transfer order to all personnel he may deem necessary in the performance of the above responsibilities.

**Section 4. CHIEF-OF-OFFICE –** The City Administrator shall recommend to the City Mayor the office's chief-of-office, who, preferably must be licensed electrical or civil engineer.

**Section 5. FUNDING.** Expenses for the purchase of supplies, materials and additional equipment for the use of the office in the performance of its functions shall be charged against any available funds of the City Government. However, cost for the purchase of materials, supplies and equipment for the repair and/or replacement of existing electrical and plumbing systems; furniture and fixtures; appliances; ceilings; floors; doors; interior/exterior walls; windows, locks, etc. shall be charged against the available funds of the office that requested such repair or replacement.

**Section 6. EFFECTIVITY.** This Administrative Order shall take effect immediately.

Issued this 4<sup>th</sup> day of January, 2013 at Naga City, Philippines.

**JOHN G. BONGAT**  
City Mayor

Attested by:

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