



REPUBLIC OF THE PHILIPPINES  
**OFFICE OF THE CITY MAYOR**  
*City of Naga*



**ADMINISTRATIVE ORDER NO. 2016-008**

**CREATING THE NAGA CITY CENTRALIZED INFRASTRUCTURE MONITORING, PRIORITIZATION, AUDIT AND OVERSIGHT (CIMPAAO) TEAM, AND DEFINING ITS COMPOSITION AND FUNCTIONS:**

**WHEREAS**, there is a need for the City Government of Naga to regularly monitor and update the status of approved infrastructure projects, and ensure that they are being implemented with dispatch and in accordance with plans and specifications;

**WHEREAS**, in pursuance of the above, the undersigned City Mayor issued Executive Order No. 2014-021, as amended by Executive Order No. 2014-021-A, "Creating the Naga City Governance Oversight Committee (NCGOC), defining its functions, operations and accountability, and providing appropriate funding therefor," among which functions include monitoring the implementation of infrastructure projects in the city;

**WHEREAS**, Naga City's various infrastructure projects are being undertaken by different departments and offices of the City Government and the management of which is highly decentralized and not well-coordinated;

**WHEREAS**, to deload the NCGOC and allow the city government to increase focus on implementation of infrastructure projects/works vital to the city's speedy development, there is a need for centralization of management of infrastructure budget from different sources towards efficient utilization of resources, and for a systematic, effective and well-coordinated mechanism for monitoring, prioritization, audit and oversight of the same;

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

**Section 1. Definition** –Infrastructure shall specifically refer to public roads, bridges, pathways, drainages and flood control facilities; parks and plazas; buildings and facilities whether for housing, health, education, sports, tourism, business promotion, solid waste or environmental concerns, public safety, transport, or disaster risk reduction and management. For purposes of this Executive Order, infrastructure as herein contemplated shall exclude capital equipment such as office, transport, information and communications technology, medical, sports and other equipment that need to be housed or are critical in the operation of public buildings and facilities as proper inventory of the same is still being conducted per Administrative Order No. 2015-003.

**Section 2. Creation and Functions** – In order to address the above-mentioned concerns, the Naga City CIMPAAO Team is hereby created. Its operation shall be separate



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from the Naga City Governance Oversight Committee (NCGOC) whose functions shall pertain to non-infrastructure projects. The CIMPAO shall have the following functions:

- a) to identify a long list of projects pursuant to executive directions and the Executive-Legislative Agenda for the next 3 years starting January 1, 2017;
- b) to prioritize budget allocations;
- c) to monitor project status especially involving drafting of plans and programs of work, and procurement through bidding or negotiations and other means allowed under the Government Procurement Act;
- d) to conduct periodic audits and exercise oversight during project implementation;
- e) to devise a system, computerized or otherwise, that shall:
  - i. allow accurate monitoring of planned and on-going infrastructure projects to ensure that these are implemented on schedule;
  - ii. systematically store documents and information relating to all projects—existing, on-going and planned— such as, but not limited to, plans, programs of work, valuation, Deeds of Sale/Donation and TCTs;
  - iii. serve as a planning tool for identification and implementation of future projects, as well as maintenance of existing infrastructure, consistent with the city's duly approved Annual Investment Plan (AIP).

The infrastructure budgets and/or disbursements, for maintenance and repair of existing infrastructure are not covered by this EO, and the management thereof shall exclusively pertain to the City Engineer's Office.

- f) to recommend solutions and actions that need to be undertaken to ensure the efficient, effective, timely and quality implementation, completion and sustainability of infrastructure projects; and
- g) to perform such other functions consistent with or in pursuance of the above.

**Section 3. Composition** – Engr. Francisco Lim of the City Parks and Recreational Facilities Management Office (CPRFMO) is hereby tasked to lead the CIMPAO Team with the following members:

- a. Full-time Secretariat – personnel preferably from the following offices to be designated full time to the CIMPAO Team:
  - i. City Engineer's Office
  - ii. City Planning and Development Office
- b. Support Personnel – personnel from the following offices who shall be responsible for coordinating with the CIMPAO Team their various infrastructure projects as



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well as submitting documents and other requirements for prioritizing, monitoring, recording, auditing, and oversight, to be designated by the department/office head as permanent coordinators:

- i. City Engineer's Office
- ii. City Budget Office
- iii. Special Concerns Office
- iv. City Agriculturist's Office
- v. City Planning and Development Office
- vi. City Social Welfare and Development Office (Educare Division)
- vii. City Environment and Natural Resources Office
- viii. City Parks and Recreational Facilities Management Office
- ix. Housing and Settlements Development Office
- x. Education, Scholarships and Sports Office
- xi. City Disaster Risk Reduction and Management Office
- xii. City Health Office
- xiii. Arts, Culture and Tourism Office

**Section 4. Reporting** – The CIMPAO Team shall report directly to the City Mayor. It shall submit a report on the status of projects monthly or as often as may be needed.


**Section 5. Budget.** All activities to be conducted pursuant to the proper implementation of this Executive Order shall be chargeable against the existing budget of the City Mayor's Office. The team shall draft a budget for inclusion in the 2017 regular budget.

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

Issued this 4th day of November 2016 in the City of Naga, Philippines.

**JOHN G. BONGAT**  
City Mayor

Attested by:

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