



OFFICE OF THE CITY MAYOR

REPUBLIC OF THE PHILIPPINES

**OFFICE OF THE CITY MAYOR**

City of Naga

**ENO FILE**



**ADMINISTRATIVE ORDER NO. 2018-001**

**DEFINING THE ORGANIZATIONAL STRUCTURE, FUNCTIONAL THRUSTS AND PROVIDING FOR THE OPERATIONAL GUIDELINES OF THE CITY EVENTS, PROTOCOL AND PUBLIC INFORMATION OFFICE (CEPPIO):.**

**WHEREAS**, City Ordinance No. 2017-108 elevated into a full-fledged department and mandated the reorganization of the City Events, Protocol and Public Information Office (CEPPIO);

**WHEREAS**, said ordinance integrated in the CEPPIO the I-SERVE Information and Action Center (ISIAC) as one of its divisions and transferred the functions of the City Publications Office to the Communications Development and Strategic Planning Division;

**WHEREAS**, Section 4 of the said ordinance mandates the definition of a new organization structure and staffing pattern to be prepared by the City Human Resource Management Office in coordination with the City Budget Office;

**WHEREAS**, for purposes of expediency and economy, Section 5 of the same ordinance allows the transfer of all existing personnel of the City Publications Office, I-Serve Information and Action Center and city sound system unit currently under the City Mayor's Office, City Administrator's Office and General Services Department to the CEPPIO, and to continue performing their respective duties and responsibilities;

**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. HEAD OF DEPARTMENT.** The City Events, Protocol and Public Information Office (CEPPIO) having been hereby reorganized and elevated into a full-fledged department of the City Government, with the functions of the I-Serve Information and Action Center and the City Publications Office integrated under it pursuant to City Ordinance No. 2017-108 shall be headed by Mr. Allen L. Keondanga as its Acting Department Head. As such, he shall provide the overall leadership and direction of the department this newly created department

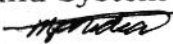
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**Section 2. REASSIGNMENT OF PERSONNEL.** For purposes of expediency and economy, the following personnel of the City Publications Office, I-Serve Information and Action Center and city sound system unit currently under the City Mayor's Office, City Administrator's Office and General Services Department are hereby reassigned to the CEPPIO, and shall continue performing their regular duties and responsibilities and other tasks as may be assigned by its Department Head, to wit:


**From the General Services Department:**

1. **BEDA ALCANTARA** -   
Public Services Foreman

**From the Office of the City Administrator**

1. **NICHOLAS MOTOS**  
I-SERVE Information and Action Officer (Contractual)
2. **NICETAS PENAS**  
Administrative Aide I
3. **BERNIE ALAMER**  
Administrative Aide I
4. **JOAN VERGARA**  
Administrative Aide I
5. **FERNANDO S. FLORES**  
Administrative Aide I, Sound System Operator
6. **RUSSEL O. VARGAS**  
Administrative Aide I, Sound System Operator
7. **REYNALDO SEVILLA**  
Administrative Aide I, Sound System Operator
8. **MARK PHILIP B. NIDEA**   
Administrative Aide I, Sound System Operator
9. **CHRISTIAN JAKE FORTALEZA**  
Job Order (Sound System Operator)

**From the Office of the City Mayor**

1. **JASON NEOLA**   
Audio-Visual Equipment Operator
2. **GRACE SEGUI**

**Section 3. ADMINISTRATIVE DIVISIONS AND SECTIONS.** The CEPPIO shall have the following administrative divisions and sections:

- A. Events Management and Protocol Services Division.** The division shall be responsible for the planning, organization, and implementation of the official City Government events and special activities. It shall:
- a. Establish the calendar of activities for official, regularly-held and traditional city events, and special events hosted, co-hosted, sponsored, or co-sponsored by the City Government;
  - b. Organize events and manage functions as directed by the City Mayor;
  - c. Take care of logistics, venue preparation, and food/beverage services pursuant to existing procurement, accounting and auditing rules, and the supervision of the city's sound and light system service team;
  - d. Coordinate with the city government departments, national government agencies, civic groups, non-government entities and private organizations in relation to the conduct of regular and special events of the City Government;
  - e. Manage and supervise the existing Naga City Hall Chorale;
  - f. Handle all protocol services for and on behalf of the city government which include, but are not limited to:
    - i. Reception of visitors in City Hall;
    - ii. Planning and holding of city hospitality functions and major visits by Heads of State, Heads of Government, and other guests of the city government, and
    - iii. Provide advice to the City Mayor, members of the Sangguniang Panlungsod and government departments on protocol-related matters such as ceremonies, forms of address, flag procedures, and heraldry matters such as official use of the City Seal and emblems
  - g. Assist the City Mayor and the Sangguniang Panlungsod in giving due recognition to Nagueños, as provided in the existing Naga City honors system such as the Mayoral Awards;
  - h. Liaise with the Secretariat of the Sangguniang Panlungsod and other departments of the city government;
- B. Communications Operations Division.** The Communications Operations Division shall perform the following functions:
- a. Develop and implement necessary guidelines and mechanisms pertaining to the delivery and dissemination of information relating to the policies, programs, official activities and achievements of the city government;
  - b. Develop, manage and operate viable government-owned or controlled information dissemination structure / facilities to