



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



ADMINISTRATIVE ORDER NO. 2018 - 002

**PROVIDING GUIDELINES FOR THE CONDUCT OF
DEPARTMENT/OFFICE TEAM-BUILDING ACTIVITIES FOR FY 2018:-**

WHEREAS, human resources remain to be the top of the concerns of the City Government of Naga as they are the workforce of the institution unto which all government service- related deliverables depend;

WHEREAS, with the regular office tasks being done on the daily basis, work- related stress and office disputes that arise among employees in the workplace are inevitable, which generally leads to physical, emotional and mental exhaustion of workers and lesser quality and quantity of service performance and outputs— affecting the overall productivity of the institution;

WHEREAS, it is of utmost importance to have a regular retreat from the daily work routine to foster healthy relationship among co- workers, and one way of doing such is through the conduct of teambuilding activities;

WHEREAS, teambuilding activities are crucial in the work success of every organization and institution, as it provide a means for personal development and interpersonal relationships which further strengthens work productivity, cooperation, and communication within the office community for better overall performance and output;

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

Section 1. Nature of Team-Building Activities. Teambuilding activities must include sessions, seminars, trainings, workshops, inter-group competitions and recreational activities that are wholesome and purposive in nature.

Included activities must be designed toward the over-all goal of personal development of the employees, values improvement and the cultivation of the culture of servitude, cooperation and excellence at work.

Casting and laying down of the City Government's and the respective department/ office's Vision and Mission, mandate and responsibilities, as well as general targets, must be constantly reminded of the employees to set the direction in their regular conduct of service at work.

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A program design must be submitted to the Human Resource Management Office for evaluation and to the City Mayor's Office for approval at least two (2) weeks prior the scheduled dates of the team building.

Section 2. Schedule of Conduct Team Building. As not to impede regular government transactions and operations, conduct of teambuilding activities must be done only during Saturdays and Sundays (observing a two- day duration at the most, exclusive of travel and preparatory time).

Section 3. Funding. Funding for the teambuilding activities must be charged from the existing MOOE funds of the department/office.

Budget allotment for teambuilding activities shall be computed as follows:

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| Total number of actual permanent and casual employees reporting in the office | X | Number of days of the duration of the Teambuilding activity (maximum of two days) | X | P 1,200.00 |
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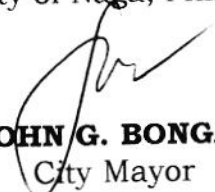
Section 4. Reportorial Requirement. A narrative report stating the procedures done and the outcome observed of the teambuilding activity must be submitted by the department/ office within ten (10) days after the conclusion of the activity.

An individual assessment form reflecting the evaluation and personal realizations of each employee who joined the activity must be attached to the narrative report to be submitted by the office, to ensure productive results.


Failure to submit such requirements within the stated period will mean the non-approval of the teambuilding activities of the office for the succeeding years.

Section 5. Effectivity. This Administrative Order shall be effective immediately.

Issued this 16th day of March, 2018 in the City of Naga, Philippines.


JOHN G. BONGAT
City Mayor

Attested by:


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