

Joe Bongat

OFFICE OF THE CITY CLERK
 5/13/10
 JSA



Republic of the Philippines
 City of Naga
 "Heart of Bicol"



CITY MAYOR'S OFFICE

EXECUTIVE ORDER NO. 2010-003

CONSTITUTING THE TRANSITION MANAGEMENT TEAM AND DEFINING ITS FUNCTIONS

WHEREAS, a new set of locally-elected officials will take the reigns of government of Naga City come July 1, 2010;

WHEREAS, the incoming administration needs key information about the city government and its operations to translate, in partnership with city stakeholders, its program of government into realistic plans, programs and projects ;

WHEREAS, the same information is needed by the incoming administrator for making timely and effective decisions upon assumption of office;

WHEREAS, the Department of the Interior and Local Government further mandates the formation of a transition team to facilitate the smooth transfer of administration to newly elected officials as embodied in DILG Memorandum Circular No. 2010-26 dated April 8, 2010;

NOW, THEREFORE, by virtue of the powers vested in me by law, I, JESSE M. ROBREDO, city mayor of Naga City, do hereby create the Naga City Transition Team to be chaired by the undersigned and co-chaired by the incoming city mayor, Hon. John Bongat, with the following as members and their corresponding assignments:

	Responsible Official	Deliverables
1.	All Department Heads and the chairperson of the Naga City People's Council	Transition Report with the following major parts: I – On-going 2009 programs/projects/activities and their quantified accomplishments as of end May and their targeted accomplishments by year end. Detailed budgetary requirement until year-end, any deficiency as compared with actual appropriations per 2010 Annual Budget. Accomplishments must be aligned with the overall vision or road map of the city. Include foreign/externally assisted PPAs. II – Proposed programs/projects/activities for the remainder of the year and for the year 2011 ; their justification (how they will contribute to the vision or roadmap); description and number of target beneficiaries and their location; detailed budget. III -- Office organizational chart with names of assigned personnel.
2.	All Department Heads	Inventory Report consisting of: I – Inventory of immovable properties using the attached form II – Inventory of moveable properties using the attached form
3.	Mr. Willy Prilles, city planning and development coordinator	1. 2009 State of Local Governance Performance 2. 2009 State of the City Report 3. Comprehensive Development Plan 4. Local Development Investment Plan 5. 2010 Annual Investment Plan

		<ol style="list-style-type: none"> 6. Comprehensive Land Use Plan 7. Executive-Legislative Agenda 8. PMC status report of all projects bid in 2010
4.	Ms. Paciencia Tabinas, city accountant	<ol style="list-style-type: none"> 1. 2009 COA Report 2. 2009 Annual report 3. List of account payables as of end May 4. Monthly income report from January-December 2009 and January-April, 2010
5.	Ms. Helen Rosales, city treasurer	<ol style="list-style-type: none"> 1. Table showing actual monthly collections from January to December, 2009 2. Table showing comparison of actual monthly collections from January to April for the years 2009 and 2010, and quarterly target collections for the 2nd to 4th quarter of 2010.
6.	Mr. Frank Mendoza, city budget officer	<ol style="list-style-type: none"> 1. 2010 Annual budget and supplemental budgets 2. 2010 Special Education Fund budget 3. Balance of all 2010 appropriations, including SEF and capital outlay as per obligations 4. Contract documents of outstanding loans, their balance of principals, prevailing interest rate, and projected amortization payments, plan to reduce interest expenses 5. List of probable obligations that require additional appropriations 6. Current and projected PS cost arising from SSL3, succeeding years' impact on hiring and promotion of personnel
7.	Ms. Tess Zapata, human resource management officer	<ol style="list-style-type: none"> 1. Organizational structure of the city government and of individual departments and offices 2. Inventory of employees and personnel (including those with no employee-employer relationship), their nature and period of appointment, and gross monthly compensation 3. List of vacancies published, date of publication, and date of expiry of effectivity of publication 4. Proposed capability development plan for personnel
8.	Mr. Ruel Barrios, LBO head	<ol style="list-style-type: none"> 1. List of organizations and their roster of membership with home address 2. Plan to integrate the organizations into the anti-poverty (MDG) programs of the city government 3. Proposed activities to sustain close link of city government with Nagauenos (keeping city hall close to the people).
9.	Mr. Phil Rodriguez, acting market superintendent	<ol style="list-style-type: none"> 1. Stall layout plan of completed portion of third floor, second and first floors, name of occupant/awardee of each stall, floor area of each stall, status of payment as of end May. 2. Stall layout plan of all floors of the remaining portions of the public market, name of occupant/awardee of each stall
10.	Engr. Leon Palmiano, city engineer	<ol style="list-style-type: none"> 1. Bid amount, contractor, and status of all projects awarded or on-going as of January 1, 2010 and thereafter 2. Status and recommendations for the timely completion of the public market and the coliseum
11.	Engr. Rolando Campillos, urban poor affairs officer	<ol style="list-style-type: none"> 1. Status of payment to landowners of lots acquired by city for urban poor settlements, name and status of beneficiaries of these acquired lots. 2. Names of beneficiaries of each urban poor site, status of individual lot payments (due date of first payment, amortization period, amortizations paid/when, balance as of April 2010), titling status 3. Names of probable beneficiaries under "waiting list" and their

		probable relocation sites, if any 4. Balance of urban poor trust fund and its proposed utilization 5. Shelter Plan, whether draft or approved
12.	Mr. Oca Orosco, environment and natural resources officer	1. Solid Waste Management Plan, whether draft or approved 2. Plan and timetable with funding requirement for the Balatas dump site 3. Plan and timetable with funding requirement of any alternative sites
* 13.	Mr. Joe Grageda, spokesperson and select events manager	1.* Printed program for the turn-over ceremony on June 30, 2010 (Wednesday) 2. Physical readiness of the venue 3. Presence of media and guests invited in the ceremony 4.* Schedule of briefing of newly elected officials by key dept/office heads, schedule should be prepared in consultation with heads and the incoming city mayor to ensure presence and availability, preferably prior to June 30. 5. Physical readiness of briefing venue and presence of presentors and newly elected officials.

All reports shall be prepared in two sets and submitted to the City Planning and Development Office for consolidation. One set shall immediately be turned over to the incoming city mayor upon receipt by the CPDO, the remaining set shall be on file with the CPDO and made accessible to any department or office head for research or reference purposes. Heads who wish to submit other reports which they believe contain information useful to the incoming administration are welcome. All printing/photocopying expenses shall be charged against the respective offices. All reports should be submitted on or before June 15, 2010.

Done this 11th day of May, 2010 in Naga City, Philippines.


JESSE M. ROBREDO
 City Mayor

Attested by:


FRANK M. MENDOZA
 Acting City Administrator

