

**EXECUTIVE ORDER NO. 2022-022**  
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**AN ORDER CREATING THE CITY EMPLOYEES HOUSING PROJECT -  
TECHNICAL WORKING GROUP**

**WHEREAS**, in support of the aspiration of city government personnel to have decent and comfortable homes, the City Government of Naga plans to establish a city employees housing project at Sitio Caromatig, Barangay Carolina, Naga City.

**WHEREAS**, the formulation of standards and guidelines, provisions of technical supports in the preparation of necessary plans and other paper works, and supervision of the planning, implementation and monitoring of the housing project entail a coordinated effort of contingent housing and allied offices of the city government and, thus, require that actions be implemented through a collegial action;

**WHEREAS**, during the meeting on 29 June 2022, the Regional Manager of the National Housing Authority – Bicol agreed to take part in and become a member of a Technical Working Group that will assist the city in the aforesaid undertaking;

**NOW THEREFORE, I, NELSON S. LEGACION**, Mayor of the City of Naga, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. CITY EMPLOYEES HOUSING PROJECT – TECHNICAL WORKING GROUP.** The City Employees Housing Project – Technical Working Group is hereby created, to be composed of the following:

1. **Engr. Rolando S.I. Campillos** - Department Head, Housing & Settlements Development Office
2. **Engr. Alexander N. Caning** - Department Head, City Engineer's Office;
3. **Mr. Wilfredo B. Prilles** - Department Head, City Planning and Development Office
4. **Engr. Odilio N. Nate** – President, Naga City Local Government Unit Employees Association (NACILGUEA)
5. **Engr. Albert A. Perfecto** - Regional Manager, National Housing Authority (NHA) Regional Office No. 5





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**SECTION 2. DUTIES AND RESPONSIBILITIES OF THE CEHP-TWG.**

The following shall be the functions of the CEHP-TWG:

1. Provide technical assistance during pre-implementation, implementation, monitoring and evaluation of the project;
2. Provide assistance to the city in the formulation of standards and guidelines, as well as oversee the implementation of the city government employees housing project in Sitio Caromatig, Carolina, Naga City;
3. Submit reports quarterly or immediately after the conduct of any activity; relative to the project and;
4. Perform other related activities as required;

**SECTION 3. DUTIES AND RESPONSIBILITIES OF THE OFFICES COMPOSING THE CEHP-TWG.** The following shall be the specific duties and responsibilities of each office composing the CEHP-TWG:

- (1) HSDO - As the lead department in-charge of the housing project, HSDO shall be responsible in coordinating with and setting up meetings among the TWG members. It shall also head the preparation of the subdivision plan, and land survey for the said housing project;
- (2). CEO - Take charge in the preparation of the necessary detailed engineering designs and program of works for the city employees housing project;
- (3). CPDO - Facilitate the processing of required documents for Preliminary Approval for Locational Clearance (PALC), Development Permit (DP) and other key documents, permits and licenses required for the realization of the city employees housing project;
- (4) NACILGUEA - Take the responsibility in providing information on the number of employee applicants, conduct of survey of their capacity to pay, gather information of their choice on possible package options, and facilitate dialogue between and among the city officials and city employees;
- (5) NHA - Assist in providing technical assistance to the city in the planning, design and construction of housing units and obtaining the funds necessary to implement the housing project.





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**SECTION 4. ISSUANCE OF OFFICE ORDER.** All heads of the aforesaid offices composing the CEHP-TWG shall issue an Office Order assigning one or two of their technical staff to be part of the Technical Working Group as permanent members thereof.

The Office Order shall be issued a week after the issuance of this Executive Order, to be submitted to the Local Chief Executive for his information.

**SECTION 5. CONDUCT OF CEHP-TWG MEETING.** Members of the CEHP-TWG shall meet once a month, wherein the regular schedule thereof shall be set during their first meeting.

The City Mayor or his authorized representative may call for a special meeting if needed.

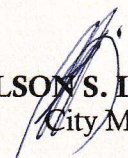
The HSDO shall be responsible in coordinating with and setting up the meeting among the TWG members.

**SECTION 6. SEPARABILITY CLAUSE.** Any portion or provision in this Order that maybe declared unconstitutional or invalid, other parts or provisions thereof which are not affected shall continue to remain in full force and effect.

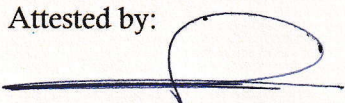
**SECTION 7. REPEALING CLAUSE.** All prior issuances and orders inconsistent herewith shall be deemed superseded, amended or repeated by this Order.

**Section 8. EFFECTIVITY.** This Executive Order shall take effect immediately.

Issued this 13<sup>th</sup> day of July, Two Thousand and Twenty Two in the City of Naga, Philippines.

  
**NELSON S. LEGACION**  
City Mayor

Attested by:

  
**ELMER S. BALDEMORO**  
City Administrator