

ALLOCATION OF OFFICE SPACES FOR CERTAIN OFFICES OF THE CITY GOVERNMENT OF NAGA

WHEREAS, Section 455, b, 1, paragraph ix of Article 1 of Chapter 3 of the Local Government Code of 1991, as amended, empowers the City Mayor to "allocate and assign office space to city and other officials and employees who, by law or ordinance, are entitled to such space in the city hall and other buildings owned or leased by the city government";

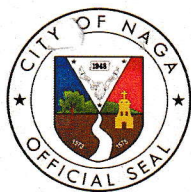
WHEREAS, there are new buildings and edifices constructed in Naga as a result of aggressive campaign for infrastructure development and economic growth in the city;

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

Section 1: Allocation of Office Spaces

- 1.1 The Ground Floor of the newly constructed Balatas Evacuation Center – PAGCOR Building is hereby allocated to the Metro Naga Development Council and to the City Events, Protocol, and Public Information Office. Given that one of the purposes of the building is for evacuation during calamities, the MNDC and the CEPPIO shall, in addition to their regular functions, assist the City Social Welfare and Development Office in camp management.
- 1.2 The office space to be vacated by the City Events, Protocol, and Public Information Office at the Ground Floor of the Raul S. Roco Library shall be allocated for the use of the Education, Scholarships, and Sports Office.
- 1.3 The office space to be vacated by the Education, Scholarships, and Sports Office at the Ground Floor of the Naga City Youth Center shall be allocated for the use of the Naga City Youth Development Office.
- 1.4 The Training Room, dubbed as the “White Room”, located at the back of the DOLE Building, is hereby assigned for the purposes of Naga City Youth Development Office – Youth Training Hub.

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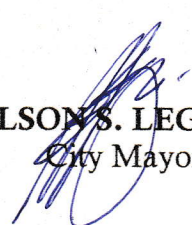
Section 2: Upkeep of Office Spaces

- 2.1 Each office occupant is responsible for maintaining cleanliness, orderliness, and the general upkeep of their assigned office spaces.
- 2.2 The Building Maintenance Office, City General Services Office, and City Engineer's Office shall provide necessary support and coordination for the regular maintenance and repair of the allocated office spaces.


Section 3: Implementation and Compliance

- 3.1 This Administrative Order shall take effect immediately upon issuance.
- 3.2 All city officials and employees are enjoined to comply with the provisions herein.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of October, Two Thousand and Twenty-Three in the City of Naga, Philippines.


NELSON S. LEGACION
City Mayor

Attested by:


ELMER S. BALDEMORO
City Administrator