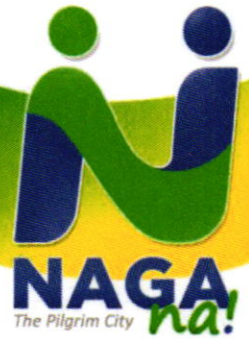




Republic of the Philippines
Office of the City Mayor
 City of Naga, 4400



Members:

- Atty. Paul John F. Barrosa, Secretary to the Mayor
- Atty. McGyver Gerard S. Orbina, City Legal Officer
- Francisco M. Mendoza, City Budget Officer
- Maria Socorro R. Gayanilo, City Treasurer
- Arthur F. Abonal, General Services Officer
- Engr. Alexander N. Caning, City Engineer
- Dr. Ronaldo T. Amoranto, City Health Officer
- Allen L. Reondanga, City Events, Protocol and Public Information Officer
- Johann P. Dela Rosa, Community Relations Officer
- Anselmo B. Maño, Procurement Officer

SECTION 2. DUTIES AND RESPONSIBILITIES. The Naga PROMPTS Technical Working Group has the following tasks:

- 1) Monitor, coordinate, evaluate, and oversee the project's progress;
- 2) Develop and design tasks/activities to meet a 24-month timeline;
- 3) Formulate and finalize local policies that align with existing laws;
- 4) Design, develop, and implement campaign strategies to raise awareness, assess capacity, and generate support to the system before any planned roll-out;
- 5) Resolve issues encountered during software development, IEC activities, and the roll-out;
- 6) Supervise the development team's execution according to an approved timeline;
- 7) Ensure regular and effective communication with the software development team; and,
- 8) Perform any other necessary powers and functions to ensure project completion.

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SECTION 3. SOFTWARE DEVELOPMENT TEAM. An in-house Software Development Team shall be created by the Naga Prompts Technical Working Group, with Mr. Reuel Oliver, Naga's Information Technology Officer as the team lead.

The Software Development Team shall be composed of the following who shall be responsible to accomplish the tasks below-mentioned:

<u>No.</u>	<u>Personnel</u>	<u>Duties</u>
1	System Analyst	<ol style="list-style-type: none"> 1) Define the scope of work, verify project deliverables, and ensure compliance with requirements and documentation. 2) Define, analyze, and manage technical requirements.

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