EXECUTIVE ORDER NO. 2023-030

ESTABLISHING THE NAGA PROMPTS TECHNICAL WORKING GROUP TO ENHANCE THE PROCUREMENT PLANNING AND EXECUTION PROCESSES OF THE CITY GOVERNMENT OF NAGA

WHEREAS, the Local Government of Naga City recognizes the significance of transparency, accountability, equity, efficiency, and economy in its procurement process, as mandated by R.A. 9184 and its Implementing Rules and Regulations (IRR);

WHEREAS, sustainable public procurement practices are aligned with national policies and priorities, as outlined in the 2030 Agenda for Sustainable Development;

WHEREAS, effective budget planning enables the government to allocate limited financial resources to prioritize and implement programs and projects that will effectively promote the city's development and attain its objectives;

WHEREAS, the Government Accounting Manual (GAM) for Local Government Units (LGUs) provides guidelines for the recognition, reporting, measurement, presentation, and disclosure of financial transactions as well as the preparation of financial reports by LGUs;

WHEREAS, the City Government of Naga possesses the necessary capability and manpower to develop an in-house software/system that improves procurement processes and aligns with government objectives;

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. COMPOSITION OF THE NAGA PROMPTS TECHNICAL WORKING GROUP. The Naga PROMPTS Technical Working Group is hereby established, with the following composition:

Chairperson: Mr. Elmer S. Baldemoro
City Administrator

Software Development Lead: Mr. Reuel M. Oliver
Information Technology Officer

Program Lead: Ms. Ruby R. Singson
Acting City Accountant

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.

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:

No.	Personnel	Duties
1	System Analyst	1) Define the scope of work, verify project deliverables, and ensure compliance with requirements and documentation. 2) Define, analyze, and manage technical requirements.

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

NAGA
na!
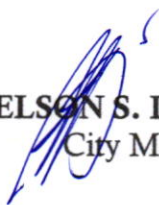The Pilgrim City

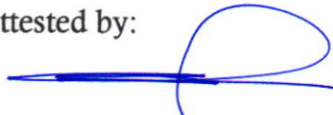| 2	UX/UI Designer:	1) Analyze functional requirements from system owners.
		2) Define the information architecture and navigation model.
3	Developers	1) Write the codes
		2) Develop features according to a sprint plan
4	Testers	1) Ensure that the software meets requirements and complies with standards.
		2) Create and execute test cases to identify bugs or defects.

SECTION 4. MEETINGS AND PROGRESS REPORTINGS. The TWG shall meet at least once a month and as deemed necessary by the Chairperson to discuss the progress of the project.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately.

Issued this 11th day of August, Two Thousand Twenty Three in the City of Naga, Philippines.

NELSON S. LEGACION
City Mayor

Attested by:

ELMER S. BALDEMORO
City Administrator