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**WHEREAS**, Republic Act No. 9184 mandates the designation by the head of the procuring entity of at least five but not more than seven members to the Bids and Awards Committee to handle procurements of the local government unit;

**WHEREAS**, Section 11 of Republic Act No. 10121, otherwise known as the “*Philippine Disaster Risk Reduction and Management Act of 2010*” provides for the establishment of Local Disaster Risk Reduction and Management Councils;

**WHEREAS**, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2019-143, entitled “Omnibus Guidelines for Peace and Order Councils (POCs)”, that aims to harmonize and codify existing policies affecting POCs and provide additional guidelines concerning Peace and Order and Public Safety Plans (POPS), POPSP Policy Compliance Monitoring System (POPSP-PCMS) and POC Performance Audit;

**WHEREAS**, the Department of the Interior and Local Government and Dangerous Drug Board Joint Memorandum Circular No. 2018-001 prescribes the guidelines on the on the functionality and effectiveness of Local Drug Abuse Councils;

**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 reconstitution of the following local special bodies:

## ARTICLE I

### BIDS AND AWARDS COMMITTEE

**Section 1. Composition.** The following personnel are herein designated to constitute the Bids and Awards Committee:

Chairperson                      **Engr. Alexander N. Caning**  
City Engineer

Vice Chairperson **Mr. Reuel M. Oliver**  
City Information Technology Officer





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Members:

**Mr. Elmer S. Baldemoro**  
City Administrator

**Atty. Paul John F. Barrosa**  
Persons-with-Disability Affairs Officer

**Mr. Francisco M. Mendoza**  
City Budget Officer

**Atty. McGyver Gerard S. Orbina**  
City Legal Officer

**Mr. Arthur F. Abonal**  
General Services Officer

**Section 2. Governing Law.** In the performance of their functions, the BAC and its ancillary bodies shall be guided by Republic Act No. 9184, its implementing rules and regulations, and issuances of the Government Procurement Policy Board.

**ARTICLE II**  
**CITY DISASTER RISK REDUCTION AND MANAGEMENT COUNCIL**

**Section 3. Composition.** To effectively pursue the objectives outlined in this executive order, the city recognizes the need to expand membership and redefine the functions of the existing Naga City Disaster Risk Reduction and Management Council. Thus, the NCDRRMC shall include representatives from key stakeholders and be composed of the following:

Chairperson **Hon. Nelson S. Legacion**  
City Mayor

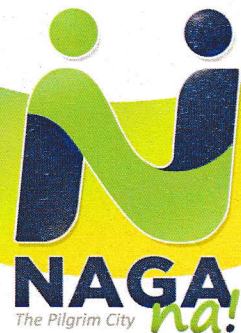
Vice – Chairperson: **Hon. Cecilia B. Veluz-De Asis**  
City Vice Mayor

Members: **Hon. Melvin Ramon Buenafe**  
SP Committee Chairperson for Public Safety

**Hon. Ma. Corazon Peñaflor**  
Liga ng mga Barangay President



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**Mr. Elmer S. Baldemoro**

City Administrator and Executive Officer  
Naga City Children's Affairs Office

**Mr. Wilfredo B. Prilles, Jr.**

City Planning and Development Officer

**Mr. Arthur Abonal**

General Services Department Head

**Mr. Ernesto B. Elcamel**

City Disaster Risk Reduction and Management  
Officer

**Ms. Annabel SJ. Vargas**

City Social Welfare and Development Officer

**Dr. Ronaldo Amoranto**

City Health Officer

**Mr. Francisco M. Mendoza**

City Budget Officer and Acting City Agriculturist

**Mr. Allen L. Reondanga**

City Events, Protocol and Public Information Officer

**Atty. Paul John F. Barrosa**

Education, Scholarships and Sports Officer

**Mr. Aldo Nino Ruivibar**

Head of the Secretariat  
NCCW-Gender and Development Office

**Engr. Alexander Caning**

City Engineer and Acting City ENRO

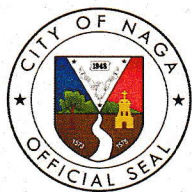
**Dr. Junios Elad**

City Veterinarian

**Engr. Joel P. Martin**

Solid Waste Management Officer





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**Dr. Susan S. Collano CESO IV**  
Superintendent of Schools

**MGEN Adonis R. Bajao**  
Commander, 9<sup>th</sup> Infantry Division, Philippine Army

**Mr. Renne F. Gumba**  
Public Safety Officer

**PCOL Erwin L. Rebellon**  
Naga City Police Office Director

**CINSP Marc Allan C. Consuegra**  
Fire Marshal – Naga City

**Atty. Hazel Deocareza**  
Local Government Operations Officer

**Ms. Maria Felisa Badiola**  
OIC, Philippine Red Cross – Camarines Sur

**CG CDR Brummel B. Magalong**  
Commander, Coast Guard– Camarines Sur

**Mr. Fred Gatnay**  
Chairperson, Independent Component City  
Agriculture and Fishery Council

**Mr. Elmer Sto. Domingo**  
Chairperson, Naga City People's Council  
(NGO/PO Umbrella organization  
under Ordinance No. 95-092)

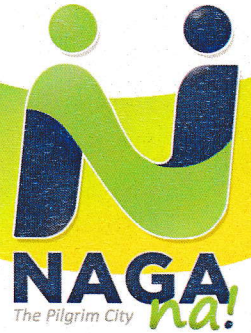
**Mr. Mario Villanueva**  
President, MNCCI  
(accredited under Resolution No. 2003-593)

**Mr. Joselito Barbolino**  
President, Naga City Urban Poor Federation  
(accredited under of Resolution No. 2015-260)





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**Ar. Chenlee Menes**

President, United Architects of the Philippines  
(accredited by virtue of Resolution No. 1993-089)

**Mr. Peter Dela Vega**

President, Traffic Assistance Group  
(accredited by virtue of Resolution No. 2021-389)

**Mr. Juan Paolo De Leon**

President, Naga City Jaycees, Inc.  
(accredited by virtue of Resolution No. 2003-251)

**Section 4. Responsibilities and Functions.** Aside from the applicable functions under Section 6 of RA No. 10121, NCDRRMC shall also be charged with the following functions and responsibilities:

1. Approve, monitor and evaluate the implementation of the Naga City Disaster Risk Reduction and Management Plan and regularly review and test the plan consistent with other national and local planning programs;
2. Ensure the integration of disaster risk reduction and climate change adaptation into local development plans, programs and budgets as a strategy in sustainable development and poverty reduction;
3. Recommend the implementation of forced or pre-emptive evacuation of residents in times of calamities, if necessary;
4. Convene once every three (3) months or as may be necessary;
5. Facilitate legislative action to establish LGU-based structures and protocols that will ensure the resilience of city government systems;

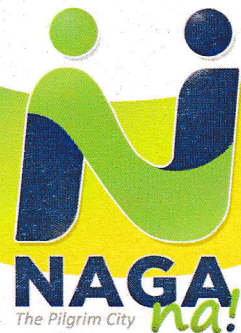
**ARTICLE III**  
**PEACE AND ORDER COUNCIL**

**Section 5. Composition.** The Naga City Peace and Order Council shall be composed of the following members:





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**Chairperson**                      **Hon. Nelson S. Legacion**  
City Mayor

**Vice Chairperson**           **Hon. Cecilia Veluz-De Asis**  
City Vice Mayor

*Members from the Government Sector:*

**Hon. Melvin Ramon G. Buenafe**  
Chairman, SP Committee on Peace & Order

**Hon. Ma. Corazon M. Peñaflor**  
President, Liga ng mga Barangay

**Hon. Jefson Romeo B. Felix**  
President, SK Federation

**Hon. Pablo C. Formaran, III**  
Executive Judge, Regional Trial Court

**Hon. Nonna O. Beltran**  
Executive Judge, Municipal Trial Court

**Atty. Ruvi Jane V. Cariño**  
City Prosecutor, Office of the City Prosecutor

**Mr. Elmer S. Baldemoro**  
City Administrator

**Ms. Annabel SJ. Vargas**  
City Social Welfare & Development Officer

**Mr. Renne F. Gumba**  
Public Safety Officer

**Dr. Ronaldo T. Amoranto**  
City Health Officer

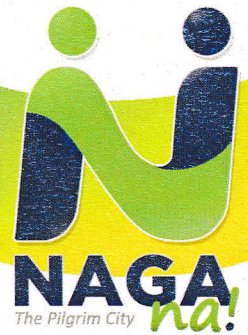
**Engr. Alexander N. Caning**  
City Engineer & City Environment and Natural Resources Officer

**Engr. Joel P. Martin**  
Solid Waste Management Officer





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**Mr. Allen L. Reondanga**

City Events, Protocol and Public Information Officer

**Mr. Ernesto T. Elcamel**

City Risk Reduction and Management Officer

**Atty. Paul John F. Barrosa**

Person with Disability Affairs Officer

**PCOL Erwin L. Rebellon**

Naga City Police Office Director

**CINSP Marc Allan C. Consuegra**

Fire Marshal – Naga City

**JCInsp Jerome A. Gerero**

Officer-in-Charge, Naga City District Jail (Male)

**JSIO1 Joy F. Millanar**

District Jail Warder, Naga City District Jail (Female)

**Ms. Imelda D. Dacanay**

DOH Representative

**Ms. Grace R. Rojas**

District Office Head, Land Transportation Office-Naga

**PLCol Raymond C. Nicolas**

OIC-Chief Cam Sur CIDG Provincial Field Unit

**Agent Erwin I. Marpuri**

Agent-in-Charge, NBI-Naga District Officer

**MGEN Adonis Bajao**

AFP – 9<sup>th</sup> ID Commander

**Ms. Analiza S. Macatangay**

Provincial Head, Philippine Information Agency - Camarines Sur

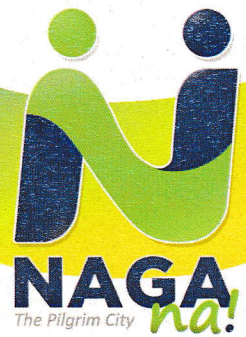
**Mr. Jose B. Importante**

Executive Director, City Dangerous Drugs Board





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**Atty. Franco Fermin B Avila**  
NAPOLCOM Officer for Naga City

**IA III Dennis M. Benitez**  
PDEA Naga City

**Engr. Romeo D. Doloiras**  
District Engineer, CamSur 3<sup>rd</sup> DEO  
Department of Public Works and Highways

**Jay Perceval Ablan**  
Provincial Director, Department of Trade and Industry

**Sulpicio C. Alvarez. III**  
Representative, Academe Sector

**Atty. Hazel O. Deocareza**  
City Local Government Operations Officer, DILG Naga City

*Members from Civil Society Organizations / People's Organizations / Private Sector:*

**Elmer T. Sto Domingo**  
Chairperson, Naga City People's Council

**Norma S. San Jose**  
Women Sector Representative

**Atty. Milagros Francia**  
Private Law Practitioner

**Roy B. San Ramon**  
President, Naga City Hall Press Corps

**Rhoel A. Cuarin**  
President, Camarines Sur Bankers Association

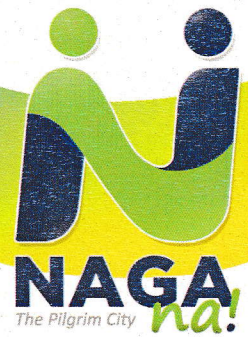
**Dr. Mario Villanueva**  
Representative, Business Sector

**Rev. Fr. Domingo R. Florida**  
Representative, Religious Sector





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**Gilbert Albero**  
Chairman, NCPO Advisory Board

*Observers who may participate but cannot vote or propose resolutions:*

**Samuel Troy M. Benito, Jr.**  
CATFORCE

**Edgar D. Mira**  
President, Barangay Tanod Federation

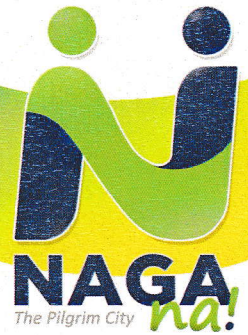
**Section 6. Functions.** The Naga City Peace and Order Council shall undertake the following duties as provided for under DILG Memorandum Circular No. 2019-143:

1. Convene the POC quarterly, or as often as the need arises;
2. Formulate a 3-year Local Peace and Order and Public Safety (POPS) Plan to be incorporated and consistent with the Comprehensive Development Plan (CDP);
3. Create a Special Action Committee (SAC) on Anti-Insurgency and Anti-Criminality, Crisis Management, and other SACs, to prevent or address the issues or incident on peace and order and public safety;
4. Create a Technical Working Group (TWG) for the purpose of POPS Planning, following the guidelines prescribed by the Omnibus Guidelines and other DILG issuances on the tools and processes on POPS Planning;
5. Provide a forum for inter-disciplinary dialogue and deliberation of major issues and concerns affecting peace and order and public safety within the area of jurisdiction of Naga City;
6. Recommend strategic actions or activities aimed at promoting, improving, or enhancing peace and order and public safety measures, including anti-insurgency measures within the area of jurisdiction of Naga City;
7. Recommend measures to converge and orchestrate internal security operations efforts of civil authorities and agencies, military and police;
8. Formulate and adopt an effective mechanism for the coordination, cooperation and consultation involving the local executive, citizenry and law enforcement agencies under RA 6975, as amended, in the adoption of the Community and Service-Oriented Policing (CSOP) System;
9. Apply moral suasion to and/or recommend sanctions against those who are giving material and political support to the insurgents;





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10. Monitor the provision of livelihood and infrastructure development programs and projects in the remote rural and indigenous population areas to isolate them from the insurgents' ideological, political, and organizational works;
11. Serve as the convergence mechanism to support the Enhanced Comprehensive Local Integration Program (E-CLIP) Committee in its implementation, at the Provincial Level;
12. Support the implementation of ELCAC initiatives;
13. Participate in the conduct of annual POC performance audit;
14. Ensure that the available manpower, technical and financial resources are sufficient to support the operations of the Council; and,
15. Perform such other functions as may be directed by law or higher authorities.

**Section 7. Secretariat.** The POC Secretariat shall assist the Council in administrative and technical matters. It shall be composed of the following:

**Secretariat Head:**     **Atty Hazel O. Deocareza**  
City Director of DILG

**Members**                     **Gil A. Dela Torre**  
SP Secretary

**Ma. Mercedes A. Deleña**  
DILG Focal Person

**Samuel Troy M. Benito, Jr.**  
Research Analyst

**Edilberto San Carlos**  
Information Technology (IT) Staff

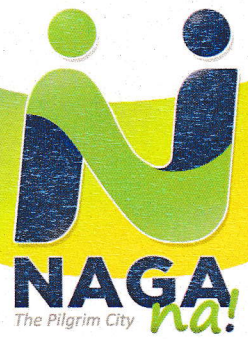
**Norman Posugac**  
Administrative Staff

**Mariedyl Bayrante**  
Staff, PSO Finance and Logistics Division





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**Section 8. Functions of the POC Secretariat.** The Secretariat shall have the following duties and responsibilities:

- a. Assist the Chairperson and Vice Chairperson in the conduct of the POC meetings;
- b. Provide technical and administrative to the POC;
- c. Propose PPAs contributing to the furtherance of peace and order and public safety situation in the locality, consistent to national thrusts;
- d. Recommend POC agenda, and prepare resolutions, minutes of the meetings, and other documents;
- e. Submit the following status report to the RPOC Secretariat;
  - i. Conduct of the annual POC performance audit;
  - ii. Formulation and development of LGU POPS Plan; and
  - iii. Encoding in the POPSP-PCMS.
- f. Ensure the preparation and submission of the following accomplishment reports through the POPS-PCMS, based on the timeline provided by the DILG MC No. 2019-143:
  - i. Reporting Form 1 (Semestral) and 2 (Annual)
  - ii. POC Secretariat Semestral accomplishment report
- g. Provide technical support or assistance to activities related to the Enhanced Comprehensive Local Integration Program (E-CLIP), ELCAC Task Force and other peace and order and public safety related programs in the city; and
- h. Perform such other tasks as may be directed by law and by the Council.

**Section 9. Meetings and Quorum.** The Council shall meet at least once every quarter on a date and time to be determined by its members. If, for any unavoidable circumstance, a member cannot attend a meeting, he/she may send an official representative who can speak in behalf of his/her office or sector. The presence of fifteen (15) members from the government and private sector shall constitute a quorum, and the vote of a majority of the members constituting a quorum shall be necessary for the adoption of any rule, resolution, decision or any other act of the Council, except those otherwise provided by law, rules and regulations and other issuances of proper agencies.





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**Section 10. Per Diem.** The members of the POC and the Secretariat shall be entitled to per diem equivalent to One Thousand Pesos (P1,000.00) for their attendance to the POC meetings, whether regular or special.

Authorized representatives or alternates shall be entitled to per diem of Seven Hundred Pesos (P700.00) for every attendance in the regular or special meeting of the council.

The two (2) named observers who may participate but cannot vote or propose resolution, as well as the members of the POC support Staff, are also entitled to receive per diem equivalent to One Thousand Pesos (P1,000.00) for their attendance to the POC meetings, regular or special.

**Section 11. Funding.** Funding for the operations of the Peace and Order Council shall be included in the city's annual local expenditure program.

**ARTICLE IV**  
**CITY ANTI-DRUGS ABUSE COUNCIL**

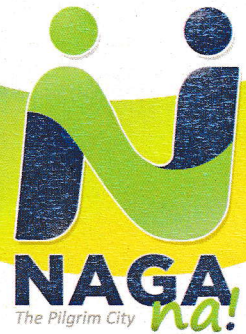
**Section 12. Composition.** The City Anti-Drug Abuse Council shall be composed of the following:

<b>Chairperson</b>	<b>Hon. Nelson S. Legacion</b> City Mayor
<b>Co-Chairperson</b>	<b>PCOL Erwin L Rebellon</b> Naga City Police Office Director
<b>Members</b>	<b>Atty. Hazel O. Deocareza</b> Local Government Operations Officer Department of the Interior and Local Government-Naga City
	<b>Dr. Susan S. Collano, CESO V</b> Division Superintendent Department of Education-Naga City
	<b>Pros. Ruvi Jean V. Cariño</b> City Prosecutor





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**Hon. Pablo C. Formaran III**  
Executive Judge, Regional Trial Court

**Ms. Annabelle S.J. Vargas**  
City Social Welfare Officer

**Dr. Ronaldo T. Amoranto**  
City Health Officer

**Mr. Allen L. Reondanga**  
City Events, Protocol and Public Information Officer

**Mr. Elmer T. Sto. Domingo**  
Chairperson, Naga City People's Council

**Ptr. Steven Gianan**  
NGO Representative

**Most Rev. Rolando Octavus J. Tria Tirona, O.C.D.**  
Archbishop of Caceres  
Religious Sector Representative

**Ms. Ma. Corazon E. Pontanal**  
City Probation and Parole Officer

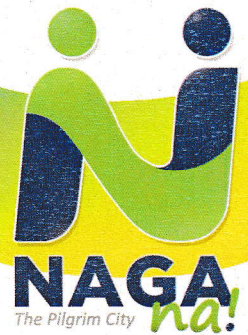
**Section 13. Functions.** The City Anti-Drug Abuse Council shall have the following functions:

1. On the part of the Chairperson, attest the certification declaring the "drug - cleared" status of an affected barangay, certified by the Local Chief of Police and validated by the PDEA Regional Director;
2. Monitor the BADAC and Barangay Auxiliary Team names, address and other significant details, copy furnished the DILG Field Office;
3. Enjoin all Barangays to submit within ten (10) days from its creation the names, addresses, and other significant details of all members of BADAC and its BADAC Auxiliary Team (BAT);
4. Receive the consolidated information report from BADAC Chairperson;
5. Review the consolidated reports of cluster leaders for final consolidation and submission to PDEA;





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6. Maintain list of endorsement or referral of Barangay Duty Officer as to who are drug dependents for screening using the Alcohol, Smoking and Substance Involvement Screening Test (ASSIST);
7. Establish one-stop-shop facilities where assessment, interview, counselling, referral, and/or processing of applications for petitions for confinement of drug dependents and PWUD who surrendered for treatment and rehabilitation and other allied processes that may be undertaken;
8. Designate focal persons the consolidated reports of cluster leaders for final consolidation and submission to PDEA;
9. Maintain list of endorsement or referral of Barangay Duty Officer as to who are drug dependents for screening using the Alcohol, Smoking and Substance Involvement Screening Test (ASSIST)
10. Designate a focal person who shall ensure the compliance and enforcement of DDB Regulations on Voluntary Surrender of Drug Users and Dependents and shall coordinate with the appropriate service provider to assure compliance with the prescribed intervention;
11. Ensure that PWUDs who surrendered shall undergo screening in order to determine the level of risk and and / or co - morbidities and refer them to the appropriate intervention;
12. Designate certain personnel as the authorized representatives of the DDB who shall cause the processing and filing of petitions for confinement of drug dependents and PWUD who surrendered for treatment and rehabilitation before the Regional Trial Courts pursuant to Sections 54 and 61 of RA 9165;
13. Organize the CADAC/MADAC Drug Reformation Committee and adopt the Program of Instructions for Drug Reformation Program;
14. Provide for the Community-Based Rehabilitation Program;
15. Lead in the formulation of the plan of action for community-based treatment and support services on the promotion and prevention of drug abuse in communities in coordination with other members of the network of LGU;
16. Monitor all materials on the campaign, "Sa DROGA Talo Ka, ACHIEVE ang PAGBABAGO!" to be adapted by primary care facilities in advocating for the promotion and prevention of drug abuse in communities, as approved by DOH Health Promotion and Communication Service with DOH DDAPTP and concurred in by DDB;

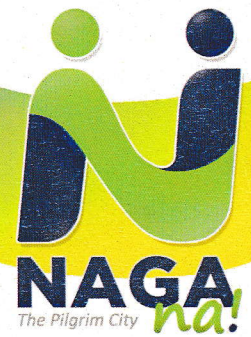
**Section 14. ADAC-RS Focal Person and Secretariat Head.** Mr. Jose B. Importante, shall serve as head of the Secretariat of the Naga City Anti-Drug Abuse Council and ADAC RS Focal Person.

- a. The ADAC-RS focal persons shall:





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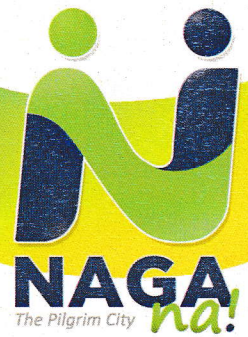


- i. Encode the necessary information on PWUD who surrendered in accordance with the Community-Based Treatment and Rehabilitation Monitoring Form;
  - ii. Ensure the monthly submission of reports;
  - iii. Ensure the accuracy and confidentiality of data;
  - iv. Ensure that data of all PWUD who surrendered to authorities from July 2016 to December 2023 be encoded in the system following the schedules below.
  - v. In case there is no person who surrendered for the month, report the same to the DDB through e-mail; 3.
  - vi. Report problems encountered in the ADAC-RS by filling out the Issue Report Form.
  - vii. Conduct advocacy and/or preventive education seminars, giving emphasis to the role of parents and children in the anti-drug campaign, ill-effects of drugs, and consequences of drug abuse. This includes the conduct of lectures on the proper procedures on rehabilitation of drug dependents and WUD who surrendered pursuant to RA 9165 and pertinent DDB Regulations counseling program for families with drug dependents and PWUD who surrendered to cope up with the trauma.
- b. The Secretariat shall:
- i. Collate all reports and maintain periodic statistics on barangay drug-clearing operations for evaluation/analysis and continuing enhancement of process and procedures.
  - ii. Submit all quarterly reports to the Regional Anti- Drug Abuse Council not later than the 10th day of the ensuing quarter, copy furnished the local Peace and Order Council and DILG Field Office based on the schedule set by National authorities;

**Section 15. Meetings and Quorum.** The Council shall regularly meet every quarter. The day, time and venue of such regular meetings shall be agreed upon by majority of the members of the Council. A special meeting may be called upon by the Chairman whenever necessary. To declare a quorum in any meeting of the Council, majority thereof must be present either in person or through their duly-authorized representatives.



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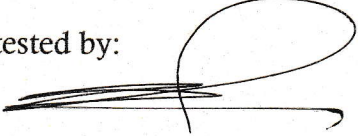


**Section 16. Effectivity.** This Executive Order shall be effective immediately.

Issued this 8<sup>th</sup> day of January, Two Thousand Twenty-Four in the City of Naga, Philippines.

  
**NELSON S. LEGACION**  
City Mayor

Attested by:

  
**ELMER S. BALDEMORO**  
City Administrator