





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



- Naga City Youth Official Mayor
- Naga City Council for Youth Development
- Naga City - University Student Government/Student Council Federation President
- Naga City - Division Federation of Supreme Secondary Learners Government President
- Children's Federation President
- Naga City Children's PWD Organization

**SECTION 2. FUNCTIONS.** The NCYIH Management Board shall provide guidance for the conduct of activities in the hub and shall ensure proper implementation and observance of the rules and regulations in the use of the said facility.

**SECTION 3. QUALIFICATIONS.** Only the following groups and personnel shall be allowed to use and avail of the services and amenities being offered by the NCYIH:

- a. Members of organizations accredited by the Naga City Youth Development Office (NCYDO)
- b. Individuals affiliated to said organizations

**SECTION 4. HUB ACTIVITIES.** Only activities related to innovation, entrepreneurship, technology, and educational purposes shall be permitted inside the facility.

**SECTION 5. APPLICATION FOR USE.** The following procedures shall be observed:

- a. Reservations for the use of the facility shall be done through the Naga City Youth Development Office (NCYDO). Reservations shall be made three (3) days prior the supposed date of the activity. The "first come, first serve" policy shall be applied.
- b. Applicants must completely fill-out the information being required in the reservation form (e.g. date, time, duration, activity, needed resources, and number of attendees) and submit the same upon reservation. Forms shall be made available online at the Naga City Youth Development Official Website and Facebook page, as well as on-site at the NCYDO office.
- c. NCYDO shall review and confirm booking within two (2) working days upon receipt of the reservation form.



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- d. Cancellation of reservations shall be done at least one (1) day before the reservation date. Failure to notify on the cancellation of reservation during the given period shall result to one (1) week suspension of usage and scheduling privileges.
- e. Rescheduling of reservations shall be based on availability.
- f. Transfer of reservations for use of other organizations, particularly unaccredited or suspended at the time, or the indirect allowance of entry of persons outside of the organization inside the youth hub, is not allowed.
- g. Unaccredited organizations may request access to the Youth Hub for events, meetings, or activities that align with the goals of youth development, community engagement, and social responsibility if they will comply with the accreditation process of the NCYDO, upon confirmation of the NCYDO Head.

**SECTION 6. HUB OPERATING HOURS.** The hub shall have the following operating hours which shall serve as basis for the approval of the applications for reservations:

Day	Time
Weekdays (Monday-Friday)	8:00AM to 9:00PM
Weekends (Saturdays and Sundays)	9:00AM to 5:00PM
Special Working Holidays	9:00AM to 5:00PM
Regular and Special Non-working Holidays	8:00AM - 5:00PM (upon approval of NCYDO Head)

**SECTION 7. DURATION FOR USE.** An organization may use the Hub for a four (4) hour-period per day, with allowable extensions depending upon availability.

**SECTION 8. HUB CAPACITY.** To ensure convenience and safety of the users, the Hub can only allow a maximum of 30 individuals to occupy the facility at a given time.

**SECTION 9. HUB EQUIPMENT AND AMENITIES.** The following are the resources which shall be made available to the users of the Hub:

- a. **Internet Access.** The NCYDO officers shall manage the provision of internet access for the users.
- b. **Equipment/Devices.** For efficiency, maximum of three (3) devices per member of the organization shall be permitted to access the internet services available in the Hub.



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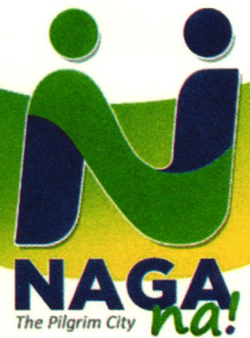
- c. **Meeting Room.** The hub meeting room is furnished with the following items:
- i. Lighting Fixtures
  - ii. Air Conditioning Unit
  - iii. Wooden Table and Chairs Set
  - iv. Monobloc Chairs
  - v. Water Dispenser
- d. **Electronics Station.** The hub features an electronics station with the following equipment:
- i. Computer Sets
  - ii. Printer
  - iii. Speaker
  - iv. TV screen for AVPs
  - v. HDMI Cable
- e. **Printing Services.** Printing of documents with not more than (10) pages shall be allowed each user on a per day basis. For printing needs beyond the allotted page limit, the users shall be required to provide their own paper. Printing receipts shall be issued to track the paper inventory of the Youth Hub.
- f. **Emergency Equipment and Contact Information.** The Hub is equipped with the following emergency tools:
- i. First-Aid Kit
  - ii. Fire Extinguisher
  - iii. List of emergency contact numbers

**SECTION 10. RESPONSIBILITIES OF USERS.** While inside the facility, users are expected to abide by the following rules and regulations:

- a. Fill-out all needed information in the log-in sheet before entering the Hub;
- b. Adhere to the responsible use of the Hub's workspace, computers, printers, and other equipment;
- c. Observe Clean As You Go (CLAYGO) policy in maintaining tidiness and orderliness inside the Hub as a sign of respect to the next users thereof and to the administrators of the facility;
- d. Attend to their personal belongings. The NCYDO shall not be responsible for the loss or damage thereto;



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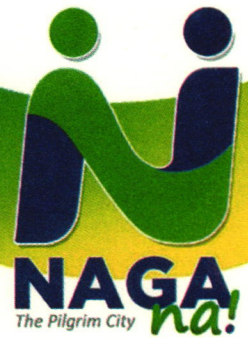
- e. Observe proper demeanor and respectful behavior at all times. Respect for diversity and inclusivity remains as core principles in the operations of the Hub. The Hub shall be inclusive for all the youths in the city, including members of the PWD, out-of-school and LGBTQIA+ sectors, among others, who shall have the same access to the services of the Youth Hub;
- f. Keep noise and/or sound level to a minimum to avoid disturbing others in the Hub;
- g. Protect the privacy and confidentiality of the user's data stored in the computer units and other equipment inside the Hub;
- h. Users under the age of eighteen (18) years old must be accompanied by a teacher or the organization adviser;
- i. Sign an agreement form on the terms and conditions for the use of the facility to ensure a safe and conducive learning environment for all users. For minors, both the organization adviser and users' parents/guardians shall sign a waiver. Forms shall be made available at the NCYDO Website or on-site at the NCYDO Office; and,
- j. Fill-out a feedback form after using the Hub where inputs and suggestions for the improvement of the hub facilities and services can be indicated.

**SECTION 11. PROHIBITIONS.** The following are prohibited inside the Hub and a breach thereof is a ground to penalize the wrongdoer and his/her organization, as provided under existing laws and regulations:

- a. **Prohibited Items.** Possession of these items shall not be allowed inside the hub:
  - i. Illegal substances
  - ii. Alcoholic substances
  - iii. Cigarettes, e-cigarettes/vapes, and other nicotinic substances
  - iv. Deadly weapons
  - v. Pornographic materials
  - vi. Other items not stated but otherwise punishable by the law
- b. **Prohibited Acts.** The following acts and behaviors shall not be allowed inside the hub:
  - i. Smoking/vaping
  - ii. Drinking
  - iii. Obscene, sexual, and morally inappropriate acts
  - iv. Violent acts
  - v. Vandalism



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- vi. Commercial activities
- vii. Accessing inappropriate websites, such as those containing false or misleading information, sexually explicit materials, violence, extremism or terrorism or hateful or offensive materials
- viii. Other acts and behaviors not stated but otherwise so forbidden by law

Hub users must strictly adhere to the guidelines herein stipulated as failure to do so may result to appropriate disciplinary actions, including suspension or termination of access to privileges of NCYIH function and services.

**SECTION 12. LIMITATIONS.** The Hub reserves the right to limit access to certain areas or equipment based on age or skill level.

**SECTION 13. EQUIPMENT & HUB MAINTENANCE.** The NCYDO shall be in - charge of the maintenance of the Hub and all its supplies and equipment, as well as the monitoring of the functions and services of the facility. An inventory and inspection of the supplies and equipment must be conducted on a regular basis.

**SECTION 14. USER ACCREDITATION.** Hub users shall undergo an accreditation process to make sure that users do meet the requirements for the use thereof. This process involves submission of an application form, a review of the applicant's goals and project ideas, and an orientation session to familiarize them with the Hub's resources and guidelines. Accredited users shall be granted not only access to the Hub's facilities but also to other opportunities for collaboration.

**SECTION 15. FUNDING AND RESOURCES.** All resources needed by the NCYIH for its efficient and effective operations shall be sourced from the Local Youth Development Fund.

**SECTION 16. EFFECTIVITY.** This executive order shall take effect immediately.

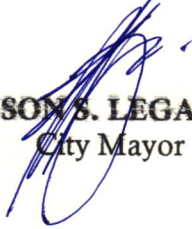
Issued this 9<sup>th</sup> day of September 2024 in the City of Naga, Philippines.

**BRIDGET KYLE F. BERNAL**  
City Youth Mayor



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**NELSON S. LEGACION**  
City Mayor

Attested:

**JOHN FORD O. TESORERO**  
City Youth Administrator



**ELMER S. BALDEMORO**  
City Administrator