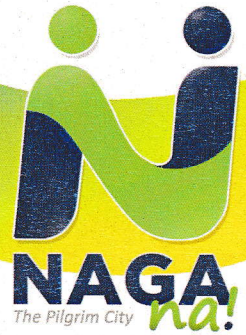


Republic of the Philippines
Office of the City Mayor
 City of Naga, 4400



ADMINISTRATIVE ORDER NO. 2024 – 003

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

AUTHORIZING MR. HORTENCIO “HECKY” ARROYO ELAYDA JR. TO ACT IN MY BEHALF AS THE OVERALL LEADER IN THE NAGA CITY AUTOMATION, TECHNOLOGY AND CYBER SECURITY PROJECTS AND AUTHORIZING HIM TO PERFORM AND DO FOR ME AND IN MY BEHALF CERTAIN POWERS HEREUNDER PROVIDED

WHEREAS, Republic Act. 7160, otherwise known as the Local Government Code of 1991, explicitly provides for the powers, functions and duties of the City Mayor. Among others, the City Mayor is mandated to maintain peace and order, and ensure the efficient, effective and economical delivery of governmental services in furtherance of the general welfare of the city and its people;

WHEREAS, Mr. Hortencio Arroyo Elayda Jr., possesses the qualifications, the knowledge, experience and expertise in the field of cyber security, technology, and automation;

WHEREAS, considering the magnitude of the functions and duties of the City Mayor and the need to provide appropriate action to any and/or all matters that require urgent as well as quick pro-active responses, assignment of the performance of functions related to cyber security, technology, and automation has become necessary;

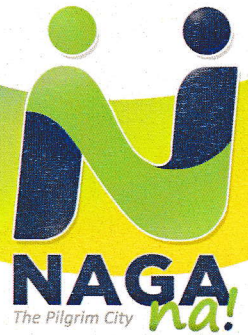
NOW, THEREFORE, I NELSON S. LEGACION, City Mayor of the City of Naga, do hereby assign the performance of the following functions of an overall leader of the Naga City Automation, Technology and Cyber Security Project to HORTENCIO “HECKY” ARROYO ELAYDA JR., and hereby authorize him perform the following powers, functions and duties with full authority and responsibility in the exercise of the same, to wit:

1. To supervise and/or, subject to my approval, undertake all automation, technology and cyber security initiatives from conceptualizations to actual project implementation, and provide reports and/or recommendations in relation thereto.
2. To determine existing appliance/hardware, application software, licenses, versions, patches and subscriptions that need to be upgraded and/or migrated and provide reports thereof with recommendations;

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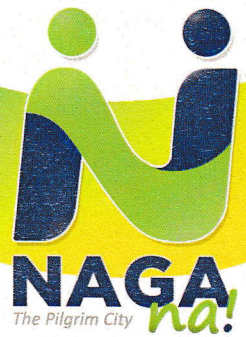
3. To secure and acquire authentic, legal and official applications and/or software necessary for cyber security, technology, and automation, subject to my approval. In no case shall the acquisition and/or use of pirated applications or software and/or the un-authorized use of applications and software from whatever source be allowed or tolerated.
4. To review all existing service level agreements (SLAs) that the city has with 3rd party service providers, including existing programmers and outsourced services and provide recommendations to the City Mayor highlighting those that are beneficial to the city.
5. Prepare, review, and/or submit recommended policies in relation to access to information or data, with delineation of the specific information or data which a specific office, official, employee, and/or staff may access, including restrictions to its thereto.
6. Develop an overall Automation/Technology/Cyber Security framework for the city, to serve as one of its backbones for better and improved governance.
7. Recommend trainings and certifications to the city's technical team with the goal of achieving technical competencies and credentials and local independence.

Any and all previous executive issuances contrary hereto shall be deemed amended and/or revoked. Any part or provision of this order which is found invalid, unconstitutional, and/or declared by competent authority to be illegal shall be of no effect but the remaining provisions, in so far as separable, shall continue to be binding and executory.

SECTION 4. EFFECTIVITY. This Administrative Order shall become effective immediately upon its approval.




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



Issued this 31st of January, 2024 in the City of Naga, Republic of the Philippines.

NELSON S. LEGACION
City Mayor

Attested by:


ELMER S. BALDEMORO
City Administrator