



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



Reuel M. Oliver

Head, Information and Technology
Office

Engr. Ervin D. Nierva

President, NACILGUEA

Secretariat:

Mary Jane F. Caponga

Admin. Officer IV, CHRMO

2. **FUNCTIONS.** The Human Resource Development Committee shall have the following functions:

- a. Develop agency guidelines for the selection of agency nominees for training and scholarship programs in accordance with existing civil service policies and standards;
- b. Incorporate in said guidelines specific provisions, stating, among others, the responsibilities of selected nominees to the city after receiving a scholarship or training grant;
- c. Prepare list of training courses based on the identified agency training needs with the corresponding list of prospective participants for each program;
- d. Study and make recommendations to the head of agency on the availment of invitations and offers for participation in training or study programs, both local and foreign;
- e. Implement the Equal Opportunity Principle (EOP) Policy; and,
- f. Submit to the City Mayor a quarterly report of its accomplishments.

B. GRIEVANCE COMMITTEE/EMPLOYEES DISCIPLINE

1. **COMPOSITION.** The Grievance Committee shall be composed of the following personnel:

Chairperson:

Atty. Mcgyver S. Orbina

City Legal Officer



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Co-chairperson: **Nolasco E. Jesalva**
Head, CHRMO

Members: **Maria Dolores P. De los Reyes**
Head, City Civil Registry Office

Annabel SJ. Vargas
Head, City Social Welfare and
Development Office

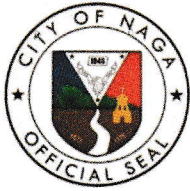
Maria Socorro R. Gayanilo
City Treasurer's Office

Engr. Ervin D. Nierva
President, NACILGUEA

Secretariat: **Geraldine SJ. Castillo**
Admin Officer IV, CHRMO

2. **FUNCTIONS.** The Grievance Committee shall have the following functions:

- a. Establish its own internal procedures and strategies;
- b. Develop and implement pro-active measures or activities to prevent grievance;
- c. Conduct dialogue between and among parties involved;
- d. Conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation, provided, however, that where the object of grievance is the grievance committee, the aggrieved party may submit the grievance to the City Mayor;
- e. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved; and,
- f. Submit quarterly reports of its accomplishments and status of unresolved grievances.



C. PERFORMANCE MANAGEMENT TEAM

1. **COMPOSITION.** The Performance Management Team shall be composed of the following personnel:

Chairperson: **Elmer S. Baldemoro**
City Administrator

Co-chairperson: **Wilfredo B. Prilles, Jr.**
Head, City Planning and Development Office

Members: **Nolasco E. Jesalva**
Head, City Human Resource and Management Office

Francisco M. Mendoza
Head, City Budget Office

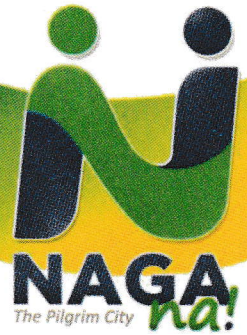
Elizabeth R. Valiente
Head, Internal Audit Service

Engr. Ervin D. Nierva
President, NACILGUEA

Secretariat: **Geraldine SJ. Castillo**
Admin. Officer IV, CHRMO

2. **FUNCTIONS.** The Performance Management Team shall have the following functions:

- a. Sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the Office Performance Commitment and Rating Form;
- b. Recommends approval of the office performance commitment to the City Mayor;
- c. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and,



- d. Implement the Equal Opportunity Principle (EOP) Policy on matters concerning performance assessment.

D. COMMITTEE ON DECORUM AND INVESTIGATION

1. **COMPOSITION.** The Committee on Decorum and Investigation shall have the following composition:

Chairperson: **Atty. Mcgyver S. Orbina**
City Legal Officer

Co-chairperson: **Nolasco E. Jesalva**
Head, CHRMO

Members: **Annabel SJ. Vargas**
Head, City Social Welfare and
Development Office

Maria Dolores P. De Los Reyes
Head, City Civil Registry Office

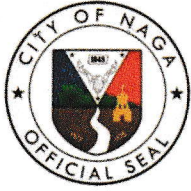
Alberto C. Villafuerte III
Head, City Assessor's Office

Engr. Ervin D. Nierva
President, NACILGUEA

Secretariat: **Mary Jane F. Caponga**
Admin. Officer IV, CHRMO

2. **FUNCTIONS.** The Committee on Decorum and Investigation shall have the following functions:

- a. Receive complaints of sexual harassment;
- b. Investigate sexual harassment complaints in accordance with the prescribed procedures;



- c. Submit report of its findings with the corresponding recommendations to the disciplining authority for decision; and,
- d. Lead in the conduct of discussion about sexual harassment within the agency to increase understanding and prevent incidents of sexual harassment.

E. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE

1. **COMPOSITION.** The Program on Awards and Incentives for Service Excellence (PRAISE) shall have the following composition:

Chairperson: **Elmer S. Baldemoro**
City Administrator

Co-chairperson: **Francisco M. Mendoza**
Head, City Budget Office

Members: **Nolasco E. Jesalva**
Head, CHRMO

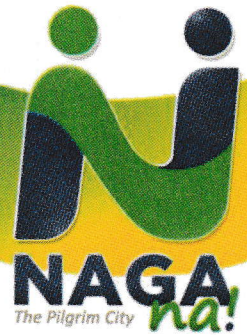
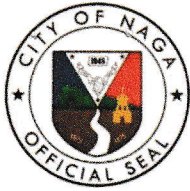
Maria Socorro R. Gayanilo
Head, City Treasurer's Office

Gil A. Dela Torre
SP Secretariat

Engr. Ervin D. Nierva
President, NACILGUEA

Secretariat: **Mary Jane F. Caponga**
Admin. Officer IV, CHRMO

2. **FUNCTIONS.** The PRAISE shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the city. As such, the



Committee shall meet quarterly, at the minimum, to perform the following tasks:

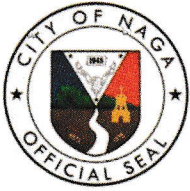
- a. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- b. Determine the forms of awards and incentives;
- c. Prepare plans, identify resources and propose budget for the system on annual basis;
- d. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- e. Submit an annual report on the awards and incentives system;
- f. Monitor and evaluate the system's implementation every year and make essential improvements to ensure the sustainability to the agency;
- g. Address issues relative to awards and incentives within fifteen (15) days from the date of submission; and
- h. Implement the Equal Opportunity Principle (EOP) Policy on selection of awards and incentives.

F. HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

1. **COMPOSITION.** The Human Resource Merit Promotion and Selection Board (HRMPSB) shall have the following composition:

Chairperson: **Elmer S. Baldemoro**
City Administrator

Co-chairperson: **Gil A. Dela Torre**
SP Secretariat



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Members:

Hon. Jessie R. Albeus
SP Member

Hon. Ghiel Rosales
SP Member

Nolasco E. Jesalva
Head, CHRMO

Annabel SJ. Vargas
Head, CSWDO

Maria Dolores P. De los Reyes
Head, CCRO

Engr. Ervin D. Nierva
President, NACILGUEA

Rowena Balisnomo
2nd Level Representative

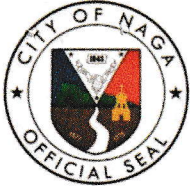
Gaspar C. Guadalupe
1st Level Representative

Secretariat:

Geraldine SJ. Castillo
Admin. Officer IV, CHRMO

2. **FUNCTIONS.** The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment to the City Government of Naga in accordance with the city's approved Merit Selection Plan. It shall recommend to the appointing authority the top five (5) ranking candidates deemed most qualified for appointment to the vacant position. It shall also have the following functions:

- a. Develop criteria and tools necessary for the efficient and effective implementation of the Merit Selection Plan;



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- b. Evaluate qualifications of candidates based on CSC qualification standards, conduct behavioral event interview and select the top five (5) candidates to be recommended for a vacant position to the City Mayor; and
- c. Implement the Equal Opportunity Principle in employment and provide equality in the selection process regardless of gender, religion, marital status, political affiliation, disability, pregnancy, ethnicity or other personal circumstance not relevant or not related to the qualifications for the vacant position.

SECTION 2. EFFECTIVITY. This Executive Order shall take effect immediately.

Done this 7th day of March, 2024 at the City of Naga, Philippines.


NELSON S. LEGACION
City Mayor

Attested by:


ELMER S. BALDEMORO
City Administrator