

ADMINISTRATIVE ORDER NO. 2024-005

ESTABLISHING GUIDELINES FOR THE PROVISION OF FINANCIAL AND IN-KIND ASSISTANCE TO ORGANIZATIONS AND INDIVIDUALS ORGANIZING OR PARTICIPATING IN EVENTS OR ACTIVITIES THAT ARE CHARGEABLE AGAINST THE DONATIONS FUND OF THE CITY MAYOR'S OFFICE

Whereas, the city government, in accordance with its mandate under the general welfare clause of the Local Government Code of 1991, provides assistance to various individuals and groups participating in and organizing events;

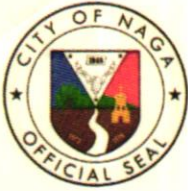
Whereas, City Ordinance No. 2005-029, entitled Guidelines in the Granting of Financial Assistance for Development Activities and Events, covers only those that are chargeable against the Local Development Fund or the Non-Office Budget and does not cover those charged from the Donation Account;

Whereas, there is a need to provide guidelines to serve as the basis for the grant of financial assistance extended to private individuals, organizations, and associations seeking such assistance for the conduct of or participation in activities and events within or outside Naga City;

NOW THEREFORE, I, NELSON S. LEGACION, Mayor of the City of Naga, do hereby issue the following guidelines for the grant of financial and in-kind assistance to private individuals, organizations, and associations for the conduct of, or participation in, activities and events within or outside Naga City that may be chargeable against the donations account of the City Mayor's Office, *viz:*

Section 1. Activities or Events Qualified for Assistance. For the purpose of this issuance, the following events or activities conducted or participated in by organizations or private individuals may qualify for the grant of assistance:

1. Development and promotion of excellence in academics, sports, heritage, culture, and the arts;
2. Scientific/Technological inventions or innovations;
3. Environmental protection;
4. Strengthening of community values and ties;
5. Promotion of rights of marginal sectors;
6. Promotion of justice and peace, and order;
7. Provision for livelihood opportunities; and,
8. Provision for food, transportation, medicine, and hospitalization to indigent individuals.



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



Section 2. Requirements. To qualify for the assistance, the following must be submitted:

1. A letter detailing the event or activity submitted to the City Mayor's Office;
2. For an organization or association, proof that it is operating within Naga City; and,
3. For individuals, they must be voters of the city.
4. For students, they must submit their school ID.

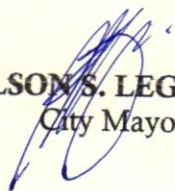
Section 3. Extent of Assistance. To ensure equitable access and in view of the limitations of the financial resources of the office, the following shall be the maximum amounts that may be extended to each organization or individual:

International	Maximum of Twenty Thousand Pesos (P20,000.00)
National	Maximum of Fifteen Thousand Pesos (P15,000.00)
Regional	Maximum of Ten Thousand Pesos (P10,000.00)
Provincial	Maximum of Five Thousand Pesos (P5,000.00)
City	Maximum of Three Thousand Pesos (P3,000.00)
Barangay	Maximum of Two Thousand Pesos (P2,000.00)

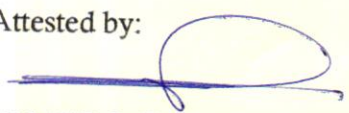
Section 4. Source of Fund. The assistance to be extended under this issuance shall be chargeable against the Donations Account of the City Mayor's Office.

Section 5. Effectivity. This Order shall take effect retroactively beginning January 1, 2024.

Issued this 20th day of May, Two Thousand and Twenty-Four in the City of Naga


NELSON S. LEGACION
City Mayor

Attested by:


ELMER S. BALDEMORO
City Administrator