



**EXECUTIVE ORDER NO. 017**  
Series of 2025

**CREATING A TECHNICAL WORKING GROUP (TWG) TO STUDY AND  
RECOMMEND MEASURES FOR IMPROVING THE FLEET MANAGEMENT  
SYSTEM OF THE CITY GOVERNMENT**

**WHEREAS**, fuel expenses and vehicle maintenance constitute one of the major operational costs of the City Government, requiring better oversight, planning, and control;

**WHEREAS**, the continuous growth of the city bureaucracy has outpaced the current system for vehicle deployment, resulting in inefficiencies, including underutilization in some offices and a shortage of transport support in others;

**WHEREAS**, the decentralization of maintenance and use of vehicles has led to uneven upkeep standards, potential wastage of public funds, and issues in accountability and roadworthiness;

**WHEREAS**, there is a need to centralize and streamline the management of the city government's fleet to ensure more efficient, equitable, and cost-effective operations;

**NOW, THEREFORE, I, MARIA LEONOR G. ROBREDO**, Mayor of Naga City, by virtue of the powers vested in me by law, do hereby order the following:

**SECTION 1. CREATION OF A TECHNICAL WORKING GROUP (TWG).** A Technical Working Group (TWG) is hereby created to study and recommend measures for the improved management of the fleet of the City Government.

**SECTION 2. COMPOSITION.** The TWG shall be chaired by the Head of the General Services Office (GSO) and composed of the following members:

- Ray-an Cydrick Rentoy, Member of the Transition Committee
- Engr. Joel Martin, Head of the Solid Waste Management Office
- Engr. Elmer T. Albo, OIC, City Engineer's Office
- Kayne Raynes, Representative, City Accounting Office



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- Representative from the Naga City Local Government Unit Employees Alliance (NACILGUEA)

The TWG may consult with other offices or technical experts as may be necessary in the performance of its mandate.

**SECTION 3. MANDATE AND DELIVERABLES.** The TWG shall have the following responsibilities:

- A. Conduct an assessment of the existing fleet, including its distribution, utilization, and maintenance practices;
- B. Recommend appropriate measures to improve efficiency, accountability, and sustainability in vehicle management;
- C. Draft and submit a Fleet Management Manual, outlining proposed policies, procedures, and oversight mechanisms for the centralized management of city vehicles;
- D. Submit a comprehensive report, including the proposed manual, to the City Mayor within forty-five (45) days from the issuance of this Executive Order

**SECTION 4. INTERIM RECOMMENDATIONS.** While finalizing the proposed Fleet Management Manual, the TWG may submit interim recommendations to the City Mayor for urgent action, particularly on pressing concerns affecting fuel efficiency, safety, or operational disruptions.

**SECTION 5. ADMINISTRATIVE SUPPORT.** All departments, offices and units of the City Government are hereby directed to provide full support and cooperation to the TWG, including the timely submission of relevant records and data. The GSO shall serve as the Secretariat of the TWG..

**SECTION 6. AMENDMENTS AND INTERPRETATION.** This Order may be amended or supplemented as may be deemed necessary, and shall be interpreted to give full force and effect to the attainment of the declared policy purpose and the operationalization of the principles of good governance.

**SECTION 7. REPEALING CLAUSE.** All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.



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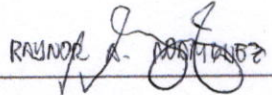


**SECTION 8. EFFECTIVITY.** This Order shall take effect immediately and shall remain in effect unless otherwise revoked or amended, or until superseded by an ordinance.

**DONE** in the City of Naga, this \_\_th day of July, 2025.

  
**MARIA LEONOR GERONA ROBREDO**  
City Mayor

Attested by: \_\_\_\_\_

  
RAYNOR A. ROSALES