



Republic of the Philippines
OFFICE OF THE CITY MAYOR
City of Naga, 4400



EXECUTIVE ORDER NO. 006

Series of 2025

**MANDATING THE CONDUCT OF A BASELINE PERFORMANCE REVIEW
AND ASSESSMENT**

WHEREAS, a systematic and data-driven performance review enables the identification of gaps in service delivery, inefficiencies in resource generation and allocation, and emerging challenges that must be addressed to maintain and enhance responsiveness to the needs of the public;

WHEREAS, establishing a common baseline of performance across all departments and offices is essential to strengthen accountability, ensure alignment with institutional goals, and serve as an objective foundation for the formulation of evidence-based strategies, budget priorities, and organizational reforms;

WHEREAS, the absence of a standardized performance review process increases the risk of fragmented reporting, suboptimal inter-office coordination, and missed opportunities for learning and institutional synergy;

WHEREAS, a review of the the City Government of Naga's planning and operational practices reveals a persistent reliance on activity-based programming, characterized by short-term, dole-out centric activities, rather than long-term, outcomes-driven programs that address sectoral and developmental needs;

WHEREAS, departments, offices, and units, have historically operated in silos, often pursuing fragmented initiatives without shared strategic goals, leading to inefficiencies, redundancies, and diluted public impact;

WHEREAS, absence of institutionalized monitoring and evaluation system to measure performance against clearly defined outcomes and indicators has hindered the City Government's capacity to assess results, identify reforms, and ensure accountability for public service delivery;

WHEREFORE, in view of these premises, there is an urgent need to institutionalize a structured Baseline Performance Review and Assessment covering the first semester of Calendar Year 2025 to serve as a foundational reference for evaluating progress, maximizing resources, and guiding future planning efforts across the City Government;



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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. STATEMENT OF POLICY. All departments, offices, and units shall conduct a Baseline Performance Review and Assessment that will serve as a comprehensive reference for the incoming leadership, ensure public service continuity, and facilitate alignment across all functions and services of the city government.

SECTION 2. OBJECTIVES: The Baseline Performance Assessment aims to:

- A. Provide a clear and objective overview of current program performance and operational capacity;
- B. Identify strengths, gaps, and areas that may require either short term or long term solutions; and
- C. Facilitate informed decision-making for strategic planning and resource management during the transition period.

SECTION 3. SCOPE. The Baseline Performance Assessment shall cover key programs, projects, and operations from January 1 to June 30, 2025. Upon completion of the assessment, all units shall prepare a corresponding assessment report using the prescribed template and submit it to the Office of the Mayor no later than August 1, 2025.

SECTION 4. REPORTING FOCUS. The report shall include:

- A. Performance metrics and achievement status relative to targets;
- B. Financial and resource utilization summaries;
- C. Challenges encountered and risk factors;
- D. Recommendations to ensure continuity and improve performance.

SECTION 5. 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 and the operationalization of the principles of good governance.

SECTION 6. REPEALING CLAUSE. All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.



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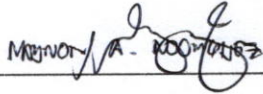
SECTION 7. SEPARABILITY CLAUSE. If any provision of this Order is declared unconstitutional or invalid, the other provisions not affected thereby shall remain in full force and effect.

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 30th day of June, 2025.


MARIA LEONOR G. ROBREDO
City Mayor

Attested by: _____


MARINOR A. RODRIGUEZ



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MID-YEAR PERFORMANCE REVIEW

Reporting Period: January 1 – June 30, [Year]

Department: [Insert Name]

Prepared By: [Name and Position]

Date Submitted: [Insert Date]

I. EXECUTIVE SUMMARY

- Brief overview of the department's overall performance during the first half of the year
- Key accomplishments and challenges
- Transition-related highlights (e.g., reorganizations, significant shifts in programs)

II. PERFORMANCE AGAINST TARGETS

Strategic Objective / Program	Success Indicators	Annual Target	Mid-Year Actual	% Accomplishment	Status (On Track / Delayed / At Risk)	Remarks / Action Steps

(Add more rows as needed)

III. BUDGET UTILIZATION

Program / Expense Category	Approved Budget	Funds Released (YTD)	Actual Expenditure (YTD)	Utilization Rate (%)	Remarks

(Add more rows as needed)

IV. KEY ISSUES AND CHALLENGES

- Internal (e.g., current vs ideal staffing complement, capacity gaps, causes of procedural delays)
- External (e.g., policy changes, supply chain issues, inter-agency dependencies)
- Impact on performance and mitigation measures



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V. TRANSITION NOTES

- Programs or projects requiring continuity
- Pending decisions for incoming leadership
- Critical risks or deadlines in the second half of the year
- Recommendations for transition management

VI. NEXT STEPS / ACTION PLAN (JULY-DECEMBER)

Action Item	Responsible Unit / Person	Timeline	Required Support / Resources

VII. ATTACHMENTS (Optional)

- Detailed performance scorecards
- Project status updates
- Organizational charts
- Risk register