



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



EXECUTIVE ORDER NO. 076
Series of 2025

**AN ORDER CREATING THE MANAGEMENT SUPPORT UNIT (MSU) TO
ASSIST THE NAGA CITY LOCAL HEALTH BOARD IN THE MANAGEMENT
OF THE SPECIAL HEALTH FUND (SHF)**

WHEREAS, Article II, Section 15 of the 1987 Philippine Constitution declares that the State shall protect and promote the right to health of the people and instill health consciousness among them;

WHEREAS, Article XIII, Section 11 of the 1987 Philippine Constitution further states that the State shall adopt an integrated and comprehensive approach to health development, which shall endeavor to make essential goods, health, and other social services available to all people at an affordable cost;

WHEREAS, Section 16 of R.A. 7160, otherwise known as the Local Government Code of 1991, mandates, among others, that every local government unit shall exercise its powers to promote the health and safety of its inhabitants;

WHEREAS, Section 19 of the Universal Health Care (UHC) Act states that the Department of Health (DOH), the Department of Interior and Local Government (DILG), PhilHealth, and the local government units (LGUs) shall endeavor to integrate health systems into province-wide and city-wide health systems;

WHEREAS, Section 19.9 of the Implementing Rules and Regulations (IRR) of the same law provides that LGUs that commit to province-wide and city-wide integration shall ensure managerial and financial integration and provide the needed resources and support mechanisms to make the integration possible and sustainable;

WHEREAS, Section 19.17 of such IRR also states that the City Health Board must perform additional functions in addition to their existing tasks under the Local Government Code of 1991;



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WHEREAS, Sec. 19.18 of the aforementioned legislation provides that the City Health Board shall create its own Management Support Unit to assist its operations, including the management of the Special Health Fund (SHF);

WHEREAS, Department of Health Administrative Order No. 2020-0021 entitled Guidelines on Integration of the Local Health Systems into Province-Wide and City-Wide Health Systems (P/CWHS) provides the mechanism by which LGUs can integrate local health systems into P/CWHS, particularly the creation of Management Support Units (MSUs).

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

SECTION 1. CREATION. There is hereby created a Management Support Unit (MSU), which shall be under the supervision of the Naga City Local Health Board (LHB) to assist in its operations. The MSU shall serve as PHB's administrative secretariat and render administrative support to the PHB's operations.

SECTION 2. COMPOSITION -The MSU shall, at a minimum, be composed of the following personnel:

KAYNE RAYNES

Accountant;

LILIAN O. PASCUAL

Administrative Officer;

MAGNO REYES

Liaison Officer:

Additional member:

MAIDA BORAGAY

Administrative Officer



To ensure proper accountability, the LHB shall either designate or appoint existing plantilla personnel from the City Government as part of the MSU. Further, the CHB may decide to appoint, designate, or hire additional staff, as deemed necessary.

SECTION 3. DUTIES AND FUNCTIONS. The MSU shall perform the following functions, in close coordination with the City Health Office:

1. Preparation of the Board resolution on SHF budget;
2. Ensure the budgetary documents are approved and signed by the City Budget Officer, Treasurer, and/ or Accountant;
3. Preparation, submission, and reporting of financial status and physical accomplishment;
4. Coordination with concerned LGU offices for planning, budgeting, utilization, and liquidation;
5. Documentation of Board meetings and other activities relating to the organization and functionality of the CWHS;
6. Preparation and submission of reports to the Board in close coordination with the City Health Office and other concerned LGU offices;
7. Assist in the conduct of monitoring activities such as management audits and performance evaluation review;
8. Preparation of other technical and administrative documents;
9. Coordinate with the necessary CWHS stakeholders.

SECTION 4. CONTINUING COMPETENCY AND PROCESSES ALIGNMENT

The personnel of the MSU shall undergo regular public financial management and/or procurement-related training that shall be provided for by the City and by appropriate government agencies. MSU personnel shall be guided by the planning, budgeting, and liquidation processes being followed by agencies/organizations contributing funds to the Special Health Fund, as well as existing policies that have implications on the management of the SHF.

SECTION 5. FUNDING AND OPERATING COSTS. All costs of the



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operations of the Committee shall be chargeable against available funds and resources of the local government, subject to the usual accounting and auditing rules.

SECTION 6. SEPARABILITY. If any provision in this Order or any part hereof is declared invalid, illegal, or unconstitutional, the provisions not hereby affected shall remain in force and effect.

SECTION 7. REPEAL. All orders, rules and regulations, and other issuances or parts thereof that are inconsistent with the provisions of this Order are hereby repealed or modified accordingly, including but not limited to Executive Order No.--, Series of 2025.

SECTION 8. EFFECTIVITY. This Executive Order shall take effect immediately.

DONE in the City of Naga, this 17th day of December, 2025.

MARIA LEONOR G. ROBREDO
City Mayor

Attested by: _____