



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



**EXECUTIVE ORDER NO. 034**  
Series of 2025

**RECONSTITUTING THE NAGA CITY PEACE AND ORDER COUNCIL, ITS  
SECRETARIAT, THE POPS-PLAN TWG AND THE SPECIAL ACTION  
COMMITTEE**

**WHEREAS**, Section 116 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides for the establishment of a peace and order council (POC) in every province, city, and municipality to ensure and maintain peace and order in their respective areas of jurisdiction;

**WHEREAS**, Section 116 of the same Act, in compliance with Executive Order No. 309, Series of 1987, as amended, provides for the establishment of a Peace and Order Council in every province, city, and municipality;

**WHEREAS**, Executive Order No. 773, Series of 2009, further reorganized the Peace and Order Councils at the national, regional, provincial, city, and municipal levels, emphasizing their role in formulating strategies to promote peace and order and public safety within their respective areas of responsibility;

**WHEREAS**, the Department of the Interior and Local Government (DILG) issued Memorandum Circular No. 2019-143, entitled "Omnibus Guidelines for Peace and Order Councils (POCs)," which serves as the primary legal basis for the organization, functions, and performance audit of POCs, and provides guidelines for the formulation of the Peace and Order and Public Safety (POPS) Plan;

**WHEREAS**, a functional and active City Peace and Order Council is essential to effectively address peace and order concerns and to ensure the safety and security of the citizens of Naga City;

**NOW, THEREFORE, I, MARIA LEONOR G. ROBREDO**, Mayor of the City of Naga by virtue of the powers vested in me by law, do hereby order the reconstitution of the composition of the Naga City Peace and Order Council, to wit:



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**SECTION 1. COMPOSITION** -The Naga City Peace and Order Council (POC) is hereby reconstituted and reorganized with the following composition, to wit:

**Chairperson** : **HON. MARIA LEONOR G. ROBREDO**  
City Mayor

**Vice-Chairman** : **HON. GABRIEL H. BORDADO, JR.**  
City Vice Mayor

**Regular Members** : **HON. MELVIN RAMON G. BUENAFE**  
(DILG MC 2091-143) Chairperson, SP Committee on Peace and Order  
and Public Safety

**MR. ELMER M. VILLANUEVA, JR.**  
Local Government Operations Officer VI  
City Director, DILG Naga City  
NCPOC Secretariat Head

**HON. MA. CORAZON M. PEÑAFLOR**  
President, Liga ng mga Barangay

**ATTY. RUVI JEAN V. CARIÑO**  
City Prosecutor, Office of the City Prosecutor

**ERNESTO E. ASENCE, III**  
Acting City Agriculturist

**ANNABEL SJ. VARGAS**  
City Social Welfare & Development Officer

**RENNE F. GUMBA**  
Executive Director, Public Safety Office

Room 201, 2nd Floor, Naga City Hall, J. Miranda Ave,  
Concepcion Pequeña, City of Naga

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**DR. RONALDO T. AMORANTO**  
City Health Officer

**ENGR. ELMER T. ALBO**  
City Engineer

**MR. JASON B. NEOLA**  
Public Information Officer

**MGEN ALDWINE I. ALMASE**  
Commander, 9th Infantry Division

**PCOL GILBERT P. FARIÑAS**  
Acting City Director, Naga City Police Office

**JCINSP ATTY. RODOLFO L. VERZOSA JR**  
Officer-in-Charge, Naga City District Jail (Male)

**JSINS EDITHA A. KIPTE**  
District Jail Warder, Naga City District Jail  
(Female)

**FCINSP MARC ALLAN C. CONSUEGRA**  
City Fire Marshal, City Central Fire Station

**PLTCOL JOSEPH T MARIBBAY**  
Provincial Chief, CIDG Camarines Sur

**MR. MARVIN J. SAGUN**  
Officer-in-Charge, City Environment and Natural  
Resources Office



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**MS. IMELDA D. DACANAY**

Representative, Department of Health

**MS. GRACE R. ROJAS**

District Office Head, Land Transportation Office -  
Naga

**MR. AGENT ERWIN I. MARPURI**

Agent-in-Charge, NBI-Naga District Office

**MR. JOSE B. IMPORTANTE**

Executive Director, Naga City Dangerous Drugs  
Board

**ENGR. ROMEO D. DOLOIRAS**

District Engineer, Cam Sur 3<sup>rd</sup> DEO, DPWH

**MR. JAY PERCIVAL S. ABLAN**

Representative, Department of Trade and Industry

**MR. SULPICIO C. ALFEREZ, III**

Representative, Academe Sector/Department of  
Education

**MR. ELMER T. STO DOMINGO**

Chairperson, Naga City People's Council

**MR. MIKE MARFEGA**

President, Naga City Hall Press Corps

**MS. MARIA BELINDA CABRAL BUENAFE**

President, Bankers Association of Camarines Sur,  
Inc.



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- Additional Members :**
- HON. JEFSON ROMEO B. FELIX**  
President, Sangguniang Kabataan Federation
- HON. PABLO C. FORMARAN, III**  
Executive Judge, Regional Trial Court - Naga City
- HON. NONNA O. BELTRAN**  
Executive Judge, Municipal Trial Court - Naga City
- RAYNOR RODRIGUEZ**  
Officer In Charge, City Disaster Risk Reduction  
and Management Officer
- ATTY. FRANCO FERMIN B AVILA**  
NAPOLCOM Officer for Naga City
- LTCOL EMERSON IAN A. BORJA**  
9 CMO Civil Military Operations Battalion
- CG LTJG KENNY E VILLAFUERTE**  
PCG Acting Station Commander  
Coast Guard Camarines Sur
- CPT ZANDER M BUETA (AGS)**  
PA Coy Commander  
91<sup>st</sup> CMO Coy CMOR PA Naga City



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**Observers who may participate but cannot vote or propose resolutions:**

**SAMUEL TROY M. BENITO, JR.**

Intelligence, Enforcement and Prosecution  
CATFORCE

**LTC THOMAS B BAWAYAN JR INF (GSC)**

PA Commanding Office  
9<sup>th</sup> Infantry Battalion Camarines Sur

**LANIE CHIA**

OIC, Barangay Tanod Federation

**SECTION 2. FUNCTIONS.** The Naga City Peace and Order Council shall undertake the following duties as provided for under DILG Memorandum Circular No. 2019-143:

1. Convene the POC quarterly, or as often as the need arises;
2. Formulate a 3-year Local Peace and Order and Public Safety (POPS) Plan to be incorporated and consistent with the Comprehensive Development Plan (CDP);
3. Create a Special Action Committee (SAC) on Anti-Insurgency and Anti-Criminality, Crisis Management, and other SACs, to prevent or address the issues or incident on peace and order and public safety;
4. Create a Technical Working Group (TWG) for the purpose of POPS Planning, following the guidelines prescribed by the Omnibus Guidelines and other DILG issuances on the tools and processes on POPS Planning;
5. Provide a forum for inter-disciplinary dialogue and deliberation of major issues and concerns affecting peace and order and public safety within the area of jurisdiction of Naga City;



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6. Recommend strategic actions or activities aimed at promoting, improving, or enhancing peace and order and public safety measures, including anti-insurgency measures within the area of jurisdiction of Naga City;
7. Recommend measures to converge and orchestrate internal security operations efforts of civil authorities and agencies, military and police;
8. Formulate and adopt an effective mechanism for the coordination, cooperation and consultation involving the local executive, citizenry and law enforcement agencies under RA 6975, as amended, in the adoption of the Community and Service-Oriented Policing (CSOP) System;
9. Apply moral suasion to and/or recommend sanctions against those who are giving material and political support to the insurgents;
10. Monitor the provision of livelihood and infrastructure development programs and projects in the remote rural and indigenous population areas to isolate them from the insurgents' ideological, political, and organizational works;
11. Serve as the convergence mechanism to support the Enhanced Comprehensive Local Integration Program (E-CLIP) Committee in its implementation, at the Provincial Level;
12. Support the implementation of ELCAC initiatives;
13. Participate in the conduct of annual POC performance audit;
14. Ensure that the available manpower, technical and financial resources are sufficient to support the operations of the Council;
15. Invite other concerned agencies which are not included in E.O. No. 773, s. 2009, (e.g. intelligence communities or agencies) to join or participate in PPOC meetings and/or activities, as may be necessary; and
16. Perform such other functions as may be directed by law or higher authorities.

**SECTION 3. SECRETARIAT.** The POC Secretariat shall assist the Council in administrative and technical matters. It shall be composed of the following:

**Secretariat Head : MR. ELMER M. VILLANUEVA, JR.**  
Local Government Operations Officer VI  
City Director, DILG Naga City



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**Members** :

**MS. DONALYN BALATAN PABLO**  
DILG Focal Person

**MR. SAMUEL TROY M. BENITO, JR.**  
Research Analyst

**MR. EDILBERTO SAN CARLOS**  
Information Technology (IT)

**MS. MARIEDYL BAYRANTE**  
Finance and Logistics Division

**NORMAN POSUGAC**  
Administrative Support Staff  
City Planning & Development Office

**MS. RAE AMIEL A. DEL CASTILLO**  
Administrative Support Staff  
DILG Naga City

**ROSE COLASITO SAÑANO**  
Administrative Support Staff  
Public Safety Office

**JOHN PAUL B. MARCAIDA**  
Technical Staff  
Public Safety Office

**SECTION 4. FUNCTIONS OF THE POC SECRETARIAT.** The Secretariat shall have the following duties and responsibilities:



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1. Assist the Chairperson and Vice Chairperson in the conduct of the POC meetings;
2. Provide technical and administrative to the POC;
3. Propose programs, projects, and activities (PPAs) contributing to the furtherance of peace and order and public safety situation in the locality, consistent to national thrusts;
4. Recommend POC agenda, and prepare resolutions, minutes of the meetings, and other documents;
5. Submit the following status report to the RPOC Secretariat;
  - a. Conduct of the annual POC performance audit;
  - b. Formulation and development of LGU POPS Plan; and
  - c. Encoding in the POPSP-PCMS.
6. Ensure the preparation and submission of mandatory and periodic reports to the relevant agencies;
7. Provide technical support or assistance to activities related to the Enhanced Comprehensive Local Integration Program (E-CLIP), ELCAC Task Force and other peace and order and public safety related programs in the city; and
8. Perform such other tasks as may be directed by law and by the Council.

**SECTION 5. MEETINGS AND QUORUM.** The Council shall meet at least once every quarter on a date and time to be determined by its members. If, for any unavoidable circumstance, a member cannot attend a meeting, he/she may send an official representative who can speak on behalf of his/her office or sector. The quorum shall be determined from among the regular members, including their official representatives, and the vote of a majority of the members constituting a quorum shall be necessary for the adoption of any rule, resolution, decision or any other act of the Council, except those otherwise provided by law, rules and regulations and other issuances of proper agencies.



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**SECTION 6. NAGA CITY PEACE AND ORDER AND PUBLIC SAFETY (POPS) PLAN TECHNICAL WORKING GROUP (TWG).** The Naga City POPS PLAN - TWG is hereby constituted, with the following composition:

**Chairperson** : **MR. WILFREDO B. PRILLES**  
City Planning and Development Officer

**Vice Chairperson** : **MR. RENNE F. GUMBA**  
Executive Director, Public Safety Office

**Regular Members** : **MR. JESUS S. DEL VILLAR**  
(DILG MC 2091-143) Acting City Budget Officer

**HON. MA. CORAZON M. PEÑAFLOR**  
President, Liga ng mga Barangay

**PCOL GILBERT P. FARIÑAS**  
Acting City Director, Naga City Police Office

**MR. ELMER M. VILLANUEVA, JR., LGOO VI**  
City Director, DILG Naga City

**MS. ANNABEL SJ. VARGAS**  
City Social Welfare & Development Officer

**MR. MARVIN SAGUN**  
Acting Head, City Environment and Natural Resources Office

**ENGR. ELMER ALBO**  
Acting City Engineer



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**DR. RONALDO T. AMORANTO**  
City Health Officer

**RAYNOR RODRIGUEZ**  
Acting, City Disaster Risk Reduction and  
Management Officer

**MR. ELMER STO. DOMINGO, JR.**  
Chairperson, Naga City People's Council

**Additional members:**

**MR. JOSE B. IMPORTANTE**  
Executive Director, Naga City Dangerous  
Drugs Board

**JCINSP ATTY. RODOLFO L VERZOSA JR**  
District Jail Warden, Naga City District Jail (Male)

**JSINS EDITHA A KIPTE**  
District Jail Warder, Naga City District Jail  
(Female)

**FCINSP MARC ALLAN C CONSUEGRA**  
City Fire Marshal, City Central Fire Station

**TWG Secretariat : MR. SAMUEL TROY M. BENITO, JR.**

**MR. EDILBERTO A. SAN CARLOS**

**MR. NORMAN POSUGAC**

**MS. MARIEDYL S. BAYRANTE**



**SECTION 7. FUNCTIONS.** The Naga City POPS Plan - TWG shall have the following duties:

1. Lead in the formulation of the Naga City POPS Plan;
2. Prepare documents which will serve as inputs for the profiling of the status and strategic direction for the peace and order and public safety concerns in the locality;
3. Conduct data gathering and stakeholder consultations as needed and analyze data gathered;
4. Coordinate with communities and barangays for data gathering and action planning for the Naga City POPS Plan;
5. Coordinate with the Naga City Peace and Order Council relative to the recommended programs, projects, services, and activities (PPSAs) for inclusion in the POPS Plan;
6. In coordination with the POC Chair and POC Secretariat Head, convene the POC and present the POPS Plan for discussion, approval, and appropriate action;
7. Present data to POC for prioritization of issues and development of strategies;
8. Draft and finalize the POPS Plan;
9. Take part in the submission of the POPS Plan to the Sangguniang Panlungsod for adoption;
10. Encode the approved POPS Plan in the POPSP-PCMS;
11. Coordinate with internal and external stakeholders for effective communication and monitoring as laid out in the POPS Plan;
12. Ensure inclusion of key programs and strategies in the POPS Plan;
13. Submit the following reports:
  - a. Semestral Accomplishment Reports
    - i. Not later than the 15th day of August for the 1st semester and
    - ii. Not later than the 15th day of March for the 2nd semester of the previous year
  - b. Annual Report not later than the 15th day of March;
14. Perform such other tasks as may be directed by the POC.



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**SECTION 8. SPECIAL ACTION COMMITTEE (SAC) ON PUBLIC SAFETY.** The SAC on Public Safety shall be composed of the following members:

**Chairperson** : **FCINSP MARC ALLAN C CONSUEGRA**  
City Fire Marshal, City Central Fire Station

**Members** : **JCINSP ATTY. RODOLFO L VERZOSA JR**  
Jail Warder, Naga City District Jail (Male)

**JSINSP EDITHA KIPTE**  
Jail Warder, Naga City District Jail (Female)

**MR. ELMER M. VILLANUEVA, JR., LGOO VI**  
City Director, DILG Naga City

**DR. RONALDO T. AMORANTO**  
City Health Officer

**RAYNOR A. RODRIGUEZ**  
Acting, City Disaster Risk Reduction and  
Management Officer

**RENNE F. GUMBA**  
Executive Director, Public Safety Office

**SECTION 9. DUTIES AND RESPONSIBILITIES OF THE SPECIAL ACTION COMMITTEE ON PUBLIC SAFETY.**

The SAC on Public Safety shall have the following duties and responsibilities:

1. Identify specific PPSAs that will prevent and counter criminality;



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2. Identify the point persons or agencies who will take the lead for every anti-criminality PPSAs identified;
3. Propose cost of implementation, anticipated timeline, and other factors pertaining to the activities;
4. Initiate and implement all ELCAC initiative and all related activities;
5. Frame each activity as part of comprehensive approach;
6. Submit identified anti-criminality to the POPS Plan TWG for inclusion in the Pops Plan;
7. Implement and monitor the POPS Plan funded PPSAs;
8. Closely coordinated with POC Secretariat related to the implementation of identified activities;
9. Submit the following reports;
  - a. Semestral Accomplishment Report, submit not later than 15th day of August for 1st Semester and 15th day of March for the 2nd Semester
  - b. Annual report, not later than 15th day of March
10. Perform such other tasks as may be directed by the council.

**SECTION 10. SPECIAL ACTION COMMITTEE (SAC) ON CRISIS MANAGEMENT.** The SAC on Crises Management shall be composed of the following members

**SAC Chairperson** : **HON. MARIA LEONOR G. ROBREDO**  
City Mayor

**Point Person** : **DR. RONALDO T. AMORANTO**  
City Health Officer (*Medical*)

**Members** : **ATTY. ANGEL OJASTRO III**  
City Legal (*Legal*)



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**MR. WILFREDO B. PRILLES**

Coordinator, City Planning and Development  
Office (*Logistics*)

**MR. RENNE F. GUMBA**

Executive Director, Public Safety Office (*Public  
Safety*)

**MS. ANNABEL SJ. VARGAS**

City Social Welfare & Development Officer  
(*Social Services*)

**RAYNOR RODRIGUEZ**

Acting, City Disaster Risk Reduction and  
Management Officer  
(*Technical Adviser*)

**SECTION 11. DUTIES AND RESPONSIBILITIES OF THE SPECIAL ACTION COMMITTEE ON CRISES MANAGEMENT.** The SAC on Crises Management shall have the following duties and responsibilities:

1. Provide and mobilize available resource through an established inter agency resources sharing protocol;
2. Coordinate inter-agency crises management efforts;
3. Ensure that operation demands during crises are met and all actions are coordinated and complementary;
4. Establish and accessible communication lines that are so reliable and timely information are received and disseminated to appropriate levels;
5. Accomplish the task under Predict, Prevent, Prepare, Perform and Post Action and Assessment pursuant to the Section 1-1 of the National Crises Management Core Manuel Of 2012;



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6. Designate a specific office to undertake or monitor crises management efforts; and
7. Perform such other tasks as may be directed by the council.

**SECTION 12. FUNDING.** Funding for the operations of the Peace and Order Council shall be included in the city's annual local expenditure program.

**SECTION 13. 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 14. REPEALING CLAUSE.** All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.

**SECTION 15. 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 16. 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 11th day of August, 2025.

**MARIA LEONOR GERONA ROBREDO**  
City Mayor

Attested by: **RAYNOR RODRIGUEZ**