



**EXECUTIVE ORDER NO. 45**  
Series of 2025

**RECONSTITUTING THE VARIOUS PERSONNEL MECHANISM  
COMMITTEES OF THE CITY GOVERNMENT OF NAGA**

**WHEREAS**, the City Government constituted various Personnel Mechanism Committees pursuant to and consistent with existing civil service laws and regulations;

**WHEREAS**, in view of the changes and movements of personnel in the City Government, there is a need to update the composition of the aforesaid committees;

**WHEREAS**, past organizational audits and assessments of the City Government of Naga have exposed gaps in staffing alignment, position classification, and rationalized organizational structure, thereby necessitating the creation of a Technical Working Group tasked with reviewing, assessing, and recommending a revised organizational design and staffing pattern that promotes efficiency, accountability, and service continuity;

**WHEREAS**, the City Government continues to advance a comprehensive reform agenda that champions inclusive, people-centered governance, seeking to professionalize and stabilize the city's human resource framework, correct systemic inequities, and ensure fairness and accountability in personnel management;

**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 following:

**SECTION 1. RECONSTITUTION.** The Personnel Mechanism Committees of the City Government of Naga are hereby reconstituted as follows:

**A. HUMAN RESOURCE DEVELOPMENT COMMITTEE**

1. **COMPOSITION.** The Human Resource Development Committee shall be composed of the following personnel:

Chairperson: **Ray-An Cydrick G. Rentoy**  
Transition Team-Operations Management



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Co-Chairperson: **Anselmo B. Maño**  
Acting Head - CHRMO

Members: **Coun. Francisco M. Mendoza**  
Committee Chair-Ways and Means

**Ruby R. Singson**  
Head, City Accounting Office

**Melissa Sieglinde E. Borromeo-Bulaong**  
Transition Team-HR

**Dave R. Bercasio**  
Transition Team-Institutional Strategy and  
Governance Audit

**Engr. Ervin D. Nierva**  
President, NACILGUEA

**Kayne Antonio R. Raynes**  
Accountant II, City Accounting Office

**Trisha Marie O. Albeus**  
Project Development Officer II, CPDO

Secretariat: **Mary Jane F. Caponga**  
Admin. Officer IV, CHRMO

2. **FUNCTIONS.** The Human Resource Development Committee shall have the following functions:

- a. Develop agency guidelines for the selection of agency nominees for training and scholarship programs in accordance with existing civil service policies and standards;
- b. Incorporate in said guidelines specific provisions, stating, among others, the responsibilities of selected nominees to the city after receiving a scholarship or training grant;



- c. Prepare list of training courses based on the identified agency training needs with the corresponding list of prospective participants for each program;
- b. Study and make recommendations to the head of agency on the availment of invitations and offers for participation in training or study programs, both local and foreign;
- c. Implement the Equal Opportunity Principle (EOP) Policy; and,
- d. Submit to the City Mayor a quarterly report of its accomplishments.

## **B. GRIEVANCE COMMITTEE/EMPLOYEES DISCIPLINE**

1. **COMPOSITION.** The Grievance Committee shall be composed of the following personnel:

Chairperson: **Atty. Angel R. Ojastro III**  
City Legal Officer

Co-Chairperson: **Anselmo B. Maño**  
Acting Head - CHRMO

Members: **Coun. David Casper Nathan A. Sergio**  
Committee Chair-Blue Ribbon and Administrative  
Cases

**Maria Socorro R. Gayanilo**  
City Treasurer

**Maria Dolores P. Delos Reyes**  
Head, City Civil Registry Office

**Melissa Sieglinde E. Borrromeo-Bulaong**  
Transition Team-HR

**Alberto C. Villafuerte III**  
Head-City Assessor's Office



**Engr. Ervin D. Nierva**  
President, NACILGUEA

Secretariat: **Geraldine SJ. Castillo**  
Admin. Officer IV, CHRMO

2. **FUNCTIONS.** The Grievance Committee shall have the following functions:
- a. Establish its own internal procedures and strategies;
  - b. Develop and implement pro-active measures or activities to prevent grievance;
  - c. Conduct dialogue between and among parties involved;
  - d. Conduct an investigation and hearing within ten (10) working days from receipt of the grievance and render a decision within five (5) working days after the investigation, provided, however, that where the object of grievance is the grievance committee, the aggrieved party may submit the grievance to the City Mayor;
  - e. Direct the documentation of the grievance including the preparation and signing of written agreements reached by the parties involved; and
  - f. Submit quarterly reports of its accomplishments and status of unresolved grievances.

### **C. PERFORMANCE MANAGEMENT TEAM**

1. **COMPOSITION.** The Performance Management Team shall be composed of the following personnel:

Chairperson: **Wilfredo B. Prilles, Jr.**  
Head, City Planning and Development Office

Co-Chairperson: **Melissa Sieglinde E. Borromeo-Bulaong**  
Transition Team-HR



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- Members:
- Coun. Ghiel G. Rosales**  
Committee Chair-Laws and Ordinances
  
  - Raynor A. Rodriguez**  
Ass't. City Administrator
  
  - Gil A. De la Torre**  
SP Secretariat
  
  - Raphael Martin R. Magno**  
Transition Team-Public-Private Partnerships and  
External Engagement
  
  - Engr. Ervin D. Nierva**  
President, NACILGUEA
  
  - Glyza C. Nasayao**  
Community Affairs Assistant, Children's Affairs  
Office
- Secretariat: **Geraldine SJ. Castillo**  
Admin. Officer IV, CHRMO

2. **FUNCTIONS.** The Performance Management Team shall have the following functions:
- a. Sets consultation meeting of all Heads of Offices for the purpose of discussing the targets set in the Office Performance Commitment and Rating Form;
  - b. Recommends approval of the office performance commitment to the City Mayor;
  - c. Identifies potential top performers and provide inputs to the PRAISE Committee for grant of awards and incentives; and,
  - d. Implement the Equal Opportunity Principle (EOP) Policy on matters concerning performance assessment.



#### D. COMMITTEE ON DECORUM AND INVESTIGATION

1. **COMPOSITION.** The Committee on Decorum and Investigation shall have the following composition:

Chairperson: **Atty. Christmund A. Leño**  
Attorney IV, City Legal Office

Co-Chairperson: **Atty. Domnina T. Rances**  
Transition Team-Executive Issuances and Local  
Policy Development

Members: **Coun. Allan Reiz C. Macaraig**  
Committee Chair, Human Rights

**Wilfredo B. Prilles Jr.**  
Head, City Planning and Development Office

**Melissa Sieglinde E. Borromeo-Bulaong**  
Transition Team-HR

**Dr. Johann R. Sales**  
City Veterinarian, City Veterinary Office

**Engr. Ervin D. Nierva**  
President, NACILGUEA

**Eric Jason M. Salvino**  
Administrative Officer V, HSDO

Secretariat: **Mary Jane F. Caponga**  
Admin. Officer IV, CHRMO



2. **FUNCTIONS.** The Committee on Decorum and Investigation shall have the following functions:
- Receive complaints of sexual harassment;
  - Investigate sexual harassment complaints in accordance with the prescribed procedures;
  - Submit report of its findings with the corresponding recommendations to the disciplining authority for decision; and,
  - Lead in the conduct of discussion about sexual harassment within the agency to increase understanding and prevent incidents of sexual harassment.

**E. PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE**

1. **COMPOSITION.** The Program on Awards and Incentives for Service Excellence (PRAISE) shall have the following composition:

Chairperson: **Dave R. Bercasio**  
Transition Team-Institutional Strategy and  
Governance Audit

Co-Chairperson: **Melissa Sieglinde E. Borromeo-Bulaong**  
Transition Team-HR

Members: **Maria Socorro R. Gayanilo**  
Head, City Treasurer's Office

**Gil A. Dela Torre**  
SP Secretariat

**Delfin V. Aguilar**  
Admin. Officer V, City Mayor's Office



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**Hubert P. Brocales**

Supervising Admin. Officer, City Mayor's Office

**Khyrwin O. Hidalgo**

Engineer I, City Engineer's Office

**Engr. Ervin D. Nierva**

President, NACILGUEA

Secretariat:

**Mary Jane F. Caponga**

Admin. Officer IV, CHRMO

2. **FUNCTIONS.** The PRAISE shall be responsible for the development, administration, monitoring and evaluation of the awards and incentives system of the city. As such, the Committee shall meet quarterly, at the minimum, to perform the following tasks:

- a. Establish a system of incentives and awards to recognize and motivate employees for their performance and conduct;
- b. Determine the forms of awards and incentives;
- c. Prepare plans, identify resources and propose budget for the system on annual basis;
- d. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
- e. Submit an annual report on the awards and incentives system;
- f. Monitor and evaluate the system's implementation every year and make essential improvements to ensure the sustainability to the agency;
- g. Address issues relative to awards and incentives within fifteen (15) days from the date of submission; and



- h. Implement the Equal Opportunity Principle (EOP) Policy on selection of awards and incentives.

## F. HUMAN RESOURCE MERIT PROMOTION AND SELECTION BOARD

1. **COMPOSITION.** The Human Resource Merit Promotion and Selection Board (HRMPSB) shall have the following composition:

Chairperson:           **Ray-An Cydrick G. Rentoy**  
Transition Team-Operations Management

Co-Chairperson:       **Anselmo B. Maño**  
Acting Head, CHRMO

Members:               **Coun. Gilda Gayle R. Abonal-Gomez**  
Committee Chair, Organizational Development  
and Review

**Coun. Francisco M. Mendoza**  
Committee Chair, Ways and Means

**Maria Dolores P. De Los Reyes**  
Head, City Civil Registry Office

**Melissa Sieglinde E. Borromeo-Bulaong**  
Transition Team-HR

**Dave R. Bercasio**  
Transition Team-Institutional Strategy and  
Governance Audit

**Engr. Ervin D. Nierva**  
President, NACILGUEA



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**Engr. Odilio G. Nate**  
2nd Level representative

**Marife B. Eva**  
1st Level Representative

Secretariat: **Geraldine SJ. Castillo**  
Admin. Officer IV, CHRMO

2. **FUNCTIONS.** The HRMPSB shall be primarily responsible for the judicious and objective selection of candidates for appointment to the City Government of Naga in accordance with the city's approved Merit Selection Plan. It shall recommend to the appointing authority the top

five (5) ranking candidates deemed most qualified for appointment to the vacant position. It shall also have the following functions:

- a. Develop criteria and tools necessary for the efficient and effective implementation of the Merit Selection Plan;
- b. Evaluate qualifications of candidates based on CSC qualification standards, conduct behavioral event interview and select the top five (5) candidates to be recommended for a vacant position to the City Mayor; and
- c. Implement the Equal Opportunity Principle in employment and provide equality in the selection process regardless of gender, religion, marital status, political affiliation, disability, pregnancy, ethnicity or other personal circumstance not relevant or not related to the qualifications for the vacant position.



**G. TECHNICAL WORKING GROUP ON ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN (OSSP)**

1. **COMPOSITION:** The Technical Working Group on Organization Structure and Staffing Pattern (OSSP) shall have the following composition:

**Chairperson:** **Coun. Gilda Gayle R. Abonal-Gomez**  
Committee Chair, Organizational Development and Review

**Co-Chairperson:** **Melissa Sieglinde E. Borromeo-Bulaong**  
Transition Team-HR

**Members:** **Ray-An Cydrick G. Rentoy**  
Transition Team-Operations Management

**Anselmo B. Maño**  
Acting Head, CHRMO

**Ruby R. Singson**  
Head, City Accounting Office

**Imelda P. Velasco**  
Acting Ass't. Budget Officer

**Engr. Ervin D. Nierva**  
President, NACILGUEA

(Alternate: Engr. Odilio G. Nate)

**Secretariat:** **Johan P. Dela Rosa**  
Supervising Administrative Officer



2. **FUNCTIONS.** The TWG on OSSP shall primarily ensure that the organizational review is conducted efficiently and on schedule, in coordination with project partners, to achieve a rightsized, productive, and goal-oriented LGU Naga.
  - a. Provide all requested reference materials to support the review team's assessment and analysis.
  - b. Organize and facilitate onsite meetings, presentations, planning workshops, and training sessions, including coordination of
  - c. necessary logistical support such as transportation and accommodations for project partners.
  - d. Certify the fulfillment and acceptance of deliverables as a formal indication of the project's successful completion.

**SECTION 2. OVERSIGHT.** The Internal Audit Service (IAS) shall serve as the independent oversight body for all Personnel Mechanism Committees, including the TWG on OSSP, tasked with evaluating whether their systems, operations, and activities adhere to internal control standards, civil service policies, and sound governance practices. It shall provide objective assurance, not fault-finding, focusing on system effectiveness, compliance, and continuous improvement rather than punitive action, and will report audit findings and recommendations to the Office of the Mayor.

**SECTION 3. 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 4. REPEALING CLAUSE.** All issuances and orders inconsistent with this Order are hereby repealed, amended, or modified accordingly.

**SECTION 5. 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.



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**SECTION 6. 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 2nd day of September, 2025.

**MARIA LEONOR GERONA ROBREDO**  
City Mayor

Attested by: **RAYNOR RODRIGUEZ**