



**EXECUTIVE ORDER NO. 59**

Series of 2025

**INSTITUTING THE WHISTLEBLOWER POLICY OF THE CITY GOVERNMENT  
OF NAGA**

*(In Support of Executive Order No. 001, Series of 2025 – “Zero Tolerance Policy Against  
Corruption”)*

**WHEREAS**, Executive Order No. 001, Series of 2025, or the “Zero Tolerance Policy Against Corruption”, established the firm commitment of the City Government of Naga to uphold the highest standards of integrity, transparency, and accountability in public service;

**WHEREAS**, an effective anti-corruption framework requires mechanisms that empower public officials, employees, contractors, and citizens to safely report acts of corruption or misconduct without fear of reprisal;

**WHEREAS**, national laws such as Republic Act No. 6713 (*Code of Conduct and Ethical Standards for Public Officials and Employees*), Republic Act No. 3019 (*Anti-Graft and Corrupt Practices Act*), and Republic Act No. 9485 as amended by RA 11032 (*Ease of Doing Business and Efficient Government Service Delivery Act*) collectively mandate honesty, professionalism, and efficiency in the public sector;

**WHEREAS**, to reinforce the intent of Executive Order No. 001, the City Government of Naga seeks to institutionalize a Whistleblower Policy that ensures safe, confidential, and impartial reporting channels, promotes accountability, and protects individuals who disclose wrongdoing in good faith;

**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. SHORT TITLE.** This Executive Order shall be known as the “Whistleblower Policy of the City Government of Naga.”



**SECTION 2. POLICY STATEMENT.** In pursuit of a corruption-free and transparent government, the City Government of Naga commits to foster a working environment where honesty is valued, integrity is rewarded, and wrongdoing is neither ignored nor tolerated.

This Policy establishes formal channels for reporting any act of corruption, misconduct, or abuse of authority, ensuring that individuals can do so **without fear of retaliation**. It aims to uphold the constitutional principle that *public office is a public trust*, and to empower every citizen and employee to become active partners in safeguarding the ethical foundations of local governance.

**SECTION 3. LEGAL AND POLICY BASES.**

This Executive Order is anchored on:

1. Executive Order No. 001, s. 2025 – *Zero Tolerance Policy Against Corruption of the City Government of Naga*
2. Republic Act No. 6713 – *Code of Conduct and Ethical Standards for Public Officials and Employees*
3. Republic Act No. 3019 – *Anti-Graft and Corrupt Practices Act*
4. Republic Act No. 9485, as amended by RA 11032 – *Ease of Doing Business and Efficient Government Service Delivery Act*
5. Executive Order No. 176, s. 2014 – *Institutionalizing the Integrity Management Program (IMP)*
6. Civil Service Commission – *Revised Rules on Administrative Cases in the Civil Service (RRACCS)*
7. Office of the Ombudsman Circular No. 14, s. 2016 – *Rules on the Reporting and Protection of Whistleblowers and Witnesses*
8. Development Academy of the Philippines (DAP) Whistleblowing Policy (2023) – adopted as procedural reference.



#### **SECTION 4. OBJECTIVES.**

This Policy aims to:

1. Provide clear and secure channels for reporting acts of corruption or misconduct;
2. Protect whistleblowers from retaliation, discrimination, or unjust treatment;
3. Ensure impartial, confidential, and timely evaluation of all credible reports;
4. Foster a culture of transparency, accountability, and ethical leadership across all offices of the City Government of Naga; and
5. Strengthen public confidence in the integrity of government institutions.

#### **SECTION 5. SCOPE AND COVERAGE.**

This Policy shall apply to:

- All elected and appointed officials, including permanent, casual, contractual, and job order employees of the City Government of Naga; and
- Private individuals, including suppliers, contractors, consultants, and clients transacting with the City Government.

#### **SECTION 6. DEFINITION OF TERMS.**

- Whistleblower – Any person who voluntarily discloses, in good faith, an act of wrongdoing, violation, or corruption committed by an official or employee of the City Government of Naga.
- Protected Disclosure – A report made in good faith through the prescribed channels, supported by credible information or evidence.
- Retaliation – Any act of reprisal, harassment, intimidation, discrimination, or adverse personnel action against a whistleblower.
- Reportable Violation – Any act or omission prohibited under EO No. 001, s. 2025, and other relevant laws, including but not limited to:



- Bribery, solicitation, or acceptance of kickbacks;
- Procurement irregularities, collusion, or overpricing;
- Abuse of authority, conflict of interest, or favoritism;
- Misuse, misappropriation, or diversion of public funds;
- Falsification of official documents or time records;
- Negligence resulting in loss to government;
- Unauthorized use of government vehicles or resources; and
- Acts of dishonesty or ethical misconduct.

**SECTION 7. REPORTING CHANNELS.** To ensure accessibility and confidentiality, reports may be submitted through any of the following:

1. **Human Resource Management Office (HRMO)** – for administrative and personnel-related concerns;
2. **City Legal Office** – for matters that may involve legal or disciplinary implications;
3. **Office of the City Mayor** – for reports requiring direct executive oversight;
4. **Confidential Whistleblower Drop Boxes** located in City Hall and satellite offices;
5. **Dedicated Email:** *whistleblow@naga.gov.ph* (to be activated); or
6. **Referral to oversight agencies** such as the Ombudsman, CSC, COA, or DILG.

Reports should include the nature of the offense, identities of involved persons, dates, facts, and available evidence.

**SECTION 8. HANDLING OF ANONYMOUS REPORTS.** Anonymous complaints may be acted upon if they contain sufficient details or are supported by verifiable evidence. The City Legal Office shall make an initial assessment to determine credibility before proceeding to verification or referral.



#### **SECTION 9. PROTECTION FOR WHISTLEBLOWERS.**

1. **Confidentiality.** The identity of the whistleblower shall remain strictly confidential at all stages of the process. Disclosure shall only occur with written consent or by lawful order.
2. **Non-Retaliation.** Any form of retaliation, reprisal, or discrimination against a whistleblower is strictly prohibited. Those found engaging in retaliatory acts shall face disciplinary action.
3. **Employment Protection.** Whistleblowers shall not be suspended, demoted, or dismissed on account of their lawful disclosures.
4. **Safety and Legal Coordination.** When necessary, the City Government shall coordinate with the Office of the Ombudsman or Civil Service Commission to provide protective measures, including legal assistance, witness protection, or reassignment.
5. **Support and Welfare.** The City may provide psychosocial or counseling support to whistleblowers who experience distress as a result of their disclosure.

#### **SECTION 10. INVESTIGATION AND ACTION.**

1. **Preliminary Assessment.** Upon receipt, the City Legal Office or HRMO shall determine if the report is sufficient in form and substance. Reports with merit shall be endorsed for verification or fact-finding.
2. **Fact-Finding and Validation.** A confidential inquiry shall be conducted, gathering supporting evidence, testimonies, and documentation.
3. **Referral to Proper Authority.** Depending on findings, cases may be referred to the Office of the Ombudsman, Civil Service Commission, Commission on Audit, or relevant disciplinary body for formal proceedings.
4. **Feedback and Transparency.** The whistleblower shall, where possible, be informed of progress and outcomes, without compromising confidentiality or due process.



**SECTION 11. SANCTIONS FOR FALSE OR MALICIOUS REPORTS.** Any individual found to have knowingly submitted false, fabricated, or malicious complaints shall be subject to disciplinary action under the Civil Service rules and other applicable laws. However, honest mistakes or unsubstantiated suspicions made in good faith shall not be penalized.

**SECTION 12. IMPLEMENTATION AND MONITORING.**

1. The **City Legal Office** shall serve as the principal coordinating body for the implementation of this Policy and ensure consistency with EO No. 001, s. 2025.
2. The **Human Resource Management Office (HRMO)** shall lead awareness campaigns, employee orientations, and ethics training.
3. The **City Legal Office** shall maintain a confidential registry of whistleblower reports and submit a **semi-annual summary** of integrity-related cases to the City Mayor for monitoring.
4. Copies of this Policy shall be posted in conspicuous public areas and published on the official City Government website to promote transparency and awareness.

**SECTION 13. EFFECTIVITY.** This Executive Order shall take effect immediately upon approval and shall form an integral part of the implementation framework of Executive Order No. 001, Series of 2025 – “Zero Tolerance Policy Against Corruption.”

**DONE** in the City of Naga, this 22nd day of October, 2025.

  
**MARIA LEONOR G. ROBREDO**  
City Mayor

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

  
Raynor A. Rodriguez