

CITY ADMINISTRATOR'S OFFICE
HIGHLIGHTS OF ACCOMPLISHMENTS
JANUARY TO JUNE 2016

A. Strategic priorities

This office designed administrative plans and strategies through coordination within and other concerned offices and/or agencies towards the promotion of good governance, such as the facilitation in the rehabilitation of fourteen (14) comfort rooms in the Executive Department and the facilitation in the maintenance and improvement of the various district offices of the city in coordination with the different barangay officials.

B. Issuances prepared/reviewed/attested

The following documents were prepared/reviewed/attested:

1,335	Memoranda	19	Demolition Orders
59	City Ordinances	438	Project Designs
63	Memorandum of Agreement	119	Program of Work
41	Orders of Removal	457	Award of Contracts

C. Administrative and Service Functions Performed

The following administrative and service functions were performed by this office:

1.	1,151	signed documents
2.	358	received and released communications
3.	34	number of employees directly managed
4.	100	documents prepared and submitted relating to property and supply management
5.	1,136	Lingap Para sa Mahirap documents
6.	4	Account titles/codes on budgetary recording and control
7.	2	Offices maintained
8.	5	Vehicles maintained
9.	25	Office equipment maintained

D. Maintained linkages with other offices and departments in the resolution of various issues and concerns related to the programs and projects of the city. The following activities were undertaken:

1. Presided over and attended forty (40) meetings with the Department Heads and Officers-in-Charge of different offices which were organized/conducted in order to resolve various issues and concerns relative to the activities of the city;
2. Acted as secretariat to an estimated sixty-eight (68) meetings conducted on LGU-created bodies, committees, councils, etc. to further resolve issues related to the programs/projects implemented, especially:
 - a. City Transport and Traffic Management Board
 - b. Watershed Management Council
 - c. Local Housing Board

- d. Task Force on Relocation and Resettlement (TFRR)
 - e. Committee Against Smuggling Syndicates and Professional Squatters (CASSPS)
- E. For Social Services Program, this Office received an estimated one thousand two hundred (1,200) local visitors and courtesy calls for the two quarters of the year on behalf of the City Mayor.
- 1. One hundred thirty-six (136) individuals were referred to avail the flight of the C-130 plane;
 - 2. One hundred sixty-five (165) certifications were also issued to various applicants applying for positions in the PNP, AFP, and PMA; and
 - 3. Eight (8) individuals were issued with Certifications for Church Existence and Affidavit of Support, respectively.
- F. The programs/projects or Infrastructure Components have been reviewed and determined through regular inspections and monitoring whether these projects are in accordance with the National Building Code of the Philippines. These projects were assessed through informal management audit, and program review to ensure laudable, complete and in accordance with the enforced guidelines, to wit:
- 1. 142 Infrastructure Projects
 - 2. 1,317 Signages and Billboards
 - 3. 119 Program of Works
- Summary of Infrastructure Projects Inspected/Accepted for the 3 Districts of Davao City

	1st to 2 nd Quarter	Amount
1 st District	26	P 89,167,123.75
2 nd District	42	75,645,183.09
3 rd District	74	104,880,423.39
TOTAL	142	P 264,692,730.23

- G. Further, this Office, through the Management Services Program, provided clerical and technical personnel to various offices in order to assist them in their administrative and technical activities and functions, to wit:
- 1. Office of the City Administrator
 - 2. Assistant City Administrator (Administration)
 - 3. City Civil Registrar's Office
 - 4. City Engineer's Office
 - 5. City Social Services and Development Office
 - 6. City Transport and Traffic Management Office
 - 7. Drainage Management Unit
 - 8. Permits and Licenses Division, CMO
 - 9. Davao City Disaster and Risk Reduction and Management Office
 - 10. Barangay Cultural Communities and Affairs Development Division (BCCAD)
- H. In the first two quarters of 2016, this Office participated and/or facilitated in the following activities sponsored by the City Government of Davao in coordination with the private sector and other National Government Agencies, as enumerated below:

1.	Women Summit	March 4, 2016
2.	International Women's Day Parade	March 8, 2016
3.	79 th Araw ng Dabaw Parade	March 16, 2016
4.	74 th Araw ng Kagitingan Celebration	April 9, 2016
5.	118 th Anniversary of Philippine Independence	June 12, 2016
6.	155 th Birth Anniversary of Dr. Jose P. Rizal	June 19, 2016

I. Maintained and improved the District Halls with the coordination and assistance of different District Government Offices. Meetings were conducted with barangay officials relative to the maintenance of the different districts, to wit:

1. Toril District Hall Building

- a. Installation of ninety-two (92) meters PVC pipelines which serve as outlet of access water in the septic tank;
- b. Rewiring and repair of electrical lines; and
- c. Delivery of supplies and other office materials.

2. Tugbok District Hall Building

- a. Replacement of defective fluorescent tube and repair of electric wires;
- b. Provision of signage (tarpaulin) for their building; and
- c. Delivery of supplies and other office materials.

3. Bunawan District Hall Building

- a. Replacement of two (2) defective PVC doors of their comfort room.

4. Calinan District Hall Building

- a. Provision of chairs; and
- b. Delivery of supplies for their comfort room.

J. This Office also participated in the different ball games during the DaCHEA Sportsfest and garnered the First Runner Up slate in Men's Basketball – both Category A and B tournaments.

Submitted by:

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Noted by:

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