



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
CITY OF DAVAO

EXECUTIVE ORDER NO. 12
Series of 2025

AN ORDER DELEGATING TO THE CITY ADMINISTRATOR AND OTHER CITY GOVERNMENT OFFICIALS CERTAIN POWERS, FUNCTIONS, AND DUTIES, PRIMARILY THE AUTHORITY TO SIGN DOCUMENTS FOR AND ON BEHALF OF THE LOCAL CHIEF EXECUTIVE OF DAVAO CITY, DEFINING SAID DELEGATION AND FOR OTHER PURPOSES

WHEREAS, Section 455 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, explicitly provides the powers, functions and duties of the City Mayor as the local chief executive of the city government, and is further mandated to promptly exercise and perform the same and ensure efficient, effective and economical governance, to protect and carry out the interests, and promote the general welfare of the city and its people;

WHEREAS, the recently duly elected City Mayor of Davao, former President Rodrigo R. Duterte, has been deemed temporarily incapacitated, and unable to discharge the functions of a City Mayor, necessitating the issuance of this Order by the undersigned in his capacity as Acting City Mayor;

WHEREAS, considering the magnitude of the functions and duties of a City Mayor and the need to provide prompt and exigent actions on all matters and businesses required from the City Mayor and the City Government of Davao in general, there is a need to delegate certain powers, functions, duties and authorities of the City Mayor to the City Administrator and to other appropriate officials of the City Government;

NOW, THEREFORE, I, SEBASTIAN Z. DUTERTE, Acting City Mayor of Davao, in the exigency of public service, do hereby delegate and order the following respective City Government of Davao (CGD) officials to assist in the prompt and efficient delivery of government services and to do and perform the powers, functions, and duties, primarily the signing for and on my behalf of all documents necessary to carry out the following, to wit:

A. To the City Administrator:

- i. Forward proposed legislative measures to the Sangguniang Panlungsod, and as may be directed, express its urgency, as often as may be deemed necessary, and provide such information and data needed or requested by the latter in the performance of its legislative functions;
- ii. Carry out such emergency measures as may be necessary during and in the aftermath of man-made and natural disasters and calamities;

- iii. Invite or call, at such time and place and on such subject as may be deemed important any national official or employee stationed in or assigned to the city, including elective and appointive officials of the city, for the promotion of the general welfare of the local government unit and its inhabitants, and coordinate with said officials or employees in the formulation and implementation of plans, programs and projects in the city;
- iv. Report on all matters pertinent to the management, administration and development of the city and all information and data relative to its political, social and economic conditions; and supplemental reports when unexpected events and situations arise at any time during the year, particularly when man-made or natural disasters or calamities affect the general welfare of the city, province, region or country;
- v. Determine the time, manner and place of payment of salaries or wages of the officials and employees of the city;
- vi. Act on leave applications, trips, the commutation of the monetary value of leave credits, and the payment for medical care, necessary transportation, subsistence, hospital or medical fees of the heads and chiefs of offices of the CGD, including the members of the Sangguniang Panlungsod, who may be injured while in the performance of their duties and functions;
- vii. Ensure that the acts of the city's component barangays and of its officials and employees are within the scope of their prescribed powers, duties and functions;
- viii. Require each head of an office or department to prepare and submit an estimate of appropriations for his department for the ensuing calendar year, including supplemental budgets of the city, and sign or authorize the release of its allotment, in accordance with the budget call and budget preparation process under the local government code;
- ix. Ensure that all taxes and other revenues of the city are collected;
- x. Require owners of illegally constructed houses, buildings or other structures to obtain the necessary permits, subject to such fines and penalties as may imposed by law or ordinance, or to make necessary changes in the construction of the same when said construction violates any law or ordinance, or to order the demolition or removal of said house, building or structure within the period prescribed by law or ordinance;
- xi. Adopt adequate measures to safeguard and conserve land, mineral, marine, forest, and other resources of the city;

- xii. Exercise general supervision and management of all officers and employees of the executive branch of the CGD, including the movement of personnel (detail, assignment or reassignment) and ensure that they faithfully discharge their duties;
- xiii. Ensure that the delivery of basic services and the provision of adequate facilities, and the construction and repair of roads and highways funded by the national government are, as far as practicable, carried out in a spatially contiguous manner and in coordination with the construction and repair of the roads and bridges of the city; coordinate the implementation of technical services, including public works and infrastructure programs, rendered by national offices, as well as sign and approve plans and programs of works, detailed estimates and technical specifications of infrastructure projects;
- xiv. Sign or approve routine documents relating to contracts of the CGD, including but not limited to those which are necessary for effective carrying out of its economic enterprise operations, and;
- xv. Do other functions as may be assigned by the City Mayor from time to time.

B. To the Assistant City Administrator for Administration:

- i. Allocate and assign office space to city and other officials and employees who, by law or ordinance, are entitled to such space in the city hall and other buildings owned or leased by the city government;
- ii. Provide efficient and effective property and supply management in the city; and protect the funds, credits, rights and other properties of the city, and ensure that city funds are applied to the payment of expenses and settlement of obligations of the city, in accordance with law or ordinance;
- iii. Review, evaluate, sign and approve documents, primarily those related to government procurement, and the payment for any and all financial obligations related thereto, or the goods, services, consultancy, infrastructure projects, or any combination thereof by the CGD, but excepting funds or moneys, the disposal of which rests exclusively within the discretionary powers of the City Mayor;
- iv. Do other functions as may be assigned by the City Mayor from time to time.

C. To the Assistant City Administrator for Operations:

- i. Act on all documents related to salaries, benefits, leave applications, trips, the commutation of the monetary value of leave credits, and the payment for medical care, necessary transportation, subsistence, hospital or medical fees of city officials, employees, or persons in general whose salaries or expenses are paid from CGD funds;
- ii. Sign Contract of Services and Job Orders of personnel hired to do specific tasks and functions as indicated in the approved Program Design and/or masterlist;
- iii. Sign and approve all documents related to payrolls chargeable against CGD funds, including but not limited to remittances to all appropriate agencies, and authorize payments of obligations and assistances, mandatorily, regularly, routinely and necessarily extended by the CGD, including those due to third persons and entities, or personnel and agencies outside the CGD;
- iv. Sign licenses and permits and suspend or revoke the same for any violation of the conditions upon which said licenses or permits had been issued, pursuant to law or ordinance, including certifications, or documents in general which are regularly or routinely addressed for the approval of the City Mayor, and only after the same have been issued with the requisite positive recommendation by appropriate persons or offices or compliance to suitable requirement (*i.e. Request for Assistance, Certifications, Good Moral Character, Residency, Signage Permits, Excavation Permits, Quarry Permits, etc.*). However, the Mayor's Permit for businesses, as well as special permits for the conduct of special or group activities, shall be signed by the person in charge of the Business Permits and Licensing Office, or the Business Bureau of the Office of the City Mayor, and;
- v. Do other functions as may be assigned by the City Mayor from time to time.

In cases that the City Administrator is on an approved leave of absence or travelling outside Davao City on official business, the Assistant City Administrator for Administration shall automatically act as and be designated as the City Administrator and shall temporarily carry out the inherent functions of the said position, including those delegated herein.

In case of a similar temporary absence of the Assistant City Administrator for Administration, the Assistant City Administrator for Operations shall assume the functions delegated herein to the former, and vice-versa.

In the same manner, when both the City Administrator and the Assistant City Administrator for Administration are temporarily absent, the Assistant City Administrator for Operations shall automatically act as and be designated as the City Administrator.



EO NO. 12 s. 2025 - AN ORDER DELEGATING TO THE CITY ADMINISTRATOR AND OTHER CITY GOVERNMENT OFFICIALS CERTAIN POWERS, FUNCTIONS, AND DUTIES, PRIMARILY THE AUTHORITY TO SIGN DOCUMENTS FOR AND ON BEHALF OF THE LOCAL CHIEF EXECUTIVE OF DAVAO CITY, DEFINING SAID DELEGATION AND FOR OTHER PURPOSES

Finally, in all instances, the assumption of the delegated authorities, powers, functions, and duties of the persons identified above shall exclude those that each cannot assume by reason of law or ordinance.

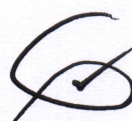
This Executive Order shall take effect immediately.

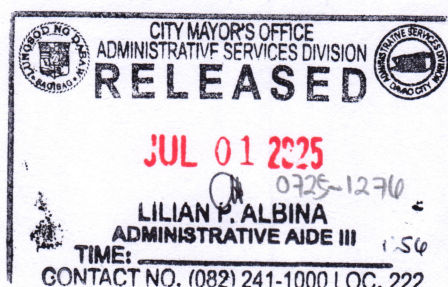
Any and all previous issuances contrary hereto shall be deemed amended and/or revoked. Any part or provision of this Order which is found unconstitutional or declared by competent courts to be illegal shall be considered repealed. However, the remaining provisions shall remain binding and executory.

Done this JUL 01 2025 in Davao City, Philippines.


SEBASTIAN Z. DUTERTE
Acting City Mayor 

Attested by:


ATTY. OSMUNDO P. VILLANUEVA, JR.
Assistant City Legal Officer



Ref. No. ASD070125-7

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