

**DEPARTMENT OF EDUCATION**  
**Region X-Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**

Corner Don Carlos-Guingona St., City of Malaybalay  
Contact Numbers: 813-2894, 221-4597

Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)

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Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 8/2/13 Time: 1:10PM  
By: [Signature]



August 2, 2013

**DIVISION ADVISORY**

**Dissemination of Administrative Order No. 21, s. 2013 re Designating  
Mr. Herculano S. Ronolo City Administrator Designate as  
Officer-In-Charge of the Office of the City Mayor**

TO : Promotional Staff  
Public Schools District Supervisors  
Elementary and Secondary School Principals  
Section Heads and Staff  
All Others Concerned

1. Pursuant to the herein Administrative Order No. 21, s. 2013, the Office of the City Mayor hereby designates Mr. Herculano S. Ronolo as Officer-In-Charge effective August 2, 2013 until his return.
2. As such, Mr. Ronolo is authorize to sign for and in behalf routine requisitions, correspondences, payrolls, vouchers, business permits, leave of absences, purchase orders, annual and supplemental procurement plans, checks, certifications, authorizations and other ordinary matters that would ensure the smooth function of the office.
3. For information and guidance.

[Signature]  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

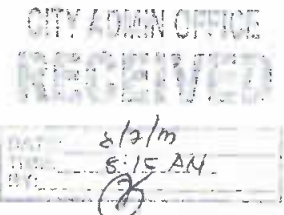
Encl.:  
As stated

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Records Section

To be posted in the Division Website



Republic of the Philippines  
Province of Bukidnon  
CITY OF MALAYBALAY  
CM Recto Street  
Phone (088) 8132744 / (088) 2212267  
Fax (088) 8132739  
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**OFFICE OF THE CITY MAYOR**

**ADMINISTRATIVE ORDER 21**  
Series of 2013

Deped-MALAYBALAY CITY DIVISION  
**RECEIVED**

Date: 8/2/13 Time: 9:46AM  
By: \_\_\_\_\_

**DESIGNATING MR. HERCULANO S. RONOLO CITY ADMINISTRATOR -  
DESIGNATE AS OFFICER -IN-CHARGE OF THE OFFICE OF THE CITY MAYOR**

To ensure that office functions will continue and public service goes uninterrupted during my absence on August 02, 2013, until my return, I am designating Mr. Herculano S. Ronolo City Administrator-Designate as Officer-In-Charge, to take over the duration of my absence. I hereby authorize Mr. Herculano S. Ronolo to sign for and in behalf routine Requisitions, Correspondences, Payrolls, Vouchers, Business Permits, Leave of Absences, Purchase Orders, Annual and Supplemental Procurement Plans, Checks, Certifications, Authorizations and other ordinary matters that would ensure the smooth function of the office.

Upon my return, Mr. Herculano S. Ronolo shall report to me such transactions and events that require my attention as Local Chief Executive of the City Government.

Done in the City of Malaybalay, Bukidnon, this 1st day of August 2013.

  
**IGNACIO W. ZUBIRI**  
City Mayor