

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

Corner Don Carlos-Guingona St., City of Malaybalay
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Deped-MALAYBALAY CITY DIVISION

RELEASED

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



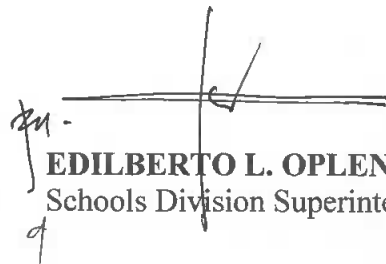
August 2, 2013

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.


EDILBERTO L. OPLENARIA
Schools Division Superintendent

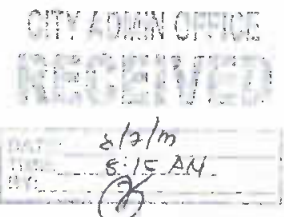
Encl.:
As stated

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To be posted in the Division Website



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Province of Bukidnon
CITY OF MALAYBALAY
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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