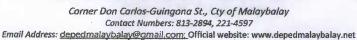


# **DEPARTMENT OF EDUCATION**

**Region X-Northern Mindanao** 







2013-01-0147

Date: 01-11-12

Deped-MALAYBALAY CITY DIVISION RELEASED

Time: 11:373 am

# **DIVISION ADVISORY**

TO : Education Program Supervisors-Designate and Division Coordinators-Designate

**Public Schools District Supervisors** 

Elementary and Secondary School Principals

Section Heads and staff

FROM: EDILBERTO L. OPLENARIA

Schools Division Superintendent

DATE: January 11, 2013

RE : Dissemination of Administrative Order No. 01

1. For information and guidance of all concerned, you are hereby provided a copy of the Administrative Order No. 01 from the City Government of Malaybalay re: Designating Mr. Herculano S. Ronolo as Officer-in-Charge of the Office of the City Mayor, which is self-explanatory.

2. For immediate dissemination.

Encl. As stated

Copy furnished: **Records Section** 



# Republic of the Philippines Province of Bukidnon City of Malaybalay \*\*\*\*\*



### OFFICE OF THE CITY MAYOR

2013-01-0137 Decred Mil Livin Land

# ADMINISTRATIVE ORDER <u>01</u> Series of 2013

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 January 9 - 11, 2013 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, checks 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 8th day of January 2013.

IGNACIOW. ZUBIRI

City Mayor