



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; Official website: www.depedmalaybalay.net



DIVISION ADVISORY

TO : Education Program Supervisors-Designate and Division Coordinators-Designate
Public Schools District Supervisors
Elementary and Secondary School Principals
Section Heads and staff

f:

FROM : EDILBERTO L. OPLENARIA
Schools Division Superintendent

Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 01/24/13 Time: 08:52AM
By:

DATE : January 23, 2013

RE : Dissemination of Administrative Order No. 02

1. For information and guidance of all concerned, you are hereby provided a copy of the Administrative Order No. 02 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
Claro M. Recto St., 8700
Tel (088) 221-2267 / 813-2744; Fax (088) 813-2739



OFFICE OF THE CITY MAYOR

ADMINISTRATIVE ORDER 02 Series of 2013

2013-01-0355
CITY OF MALAYBALAY CITY DIVISION
RECEIVED
Date: 01-22-13 Time: 2:00 pm
By: JAV.

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 23, 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, 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 22nd day of January 2013.


IGNACIO W. ZUBIRI
City Mayor