

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



2013-03-005
Deped-MALAYBALAY CITY DIVISION

RELEASED

February 28, 2013


Date: 3/1/13 Time: 11:00AM
By: _____

DIVISION ADVISORY

**Dissemination of Administrative Order No. 03, s. 2013 re Designating
Mr. Herculano S. Ronolo City Administrator Designate as
Officer-In-Charge of the Office of the City Mayor**

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

1. You are hereby provided copy of the herein Administrative Order No. 03, Series of 2013 re Designating Mr. Herculano S. Ronolo City Administrator-Designate as Officer-In-Charge of the Office of the City Mayor.
2. For information, guidance, and widest dissemination.


EDILBERTO L. OPLENARIA
OIC, Schools Division Superintendent

Encl.:
As stated

Copy furnished:
Records Section

To be posted in the Division Website

2013-02-307
Deped-MALAYBALAY CITY DIVISION
RECEIVED

Date: 02-27-13 Time: 9:20am
By: [Signature]

ADMINISTRATIVE ORDER 03
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 **February 27, 2013 to March 1, 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, Annual and Supplemental Procurement Plans, 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 26th day of February 2013.


IGNACIO W. ZUBIRI
City Mayor