

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



2013-03-151
Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 3/14/13 Time: 10:36 AM
By: [Signature]

March 13, 2013


DIVISION ADVISORY

Dissemination of Administrative Order No. 04, 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. 04, Series of 2013 re Designating Mr. Herculano S. Ronolo City Administrator-Designate as Officer-In-Charge of the Office of the City Mayor effective March 13, 2013 to March 15, 2013.
2. For information, guidance, and widest dissemination.

FOR THE OIC-SCHOOLS DIVISION SUPERINTENDENT:


PARISOL ORONG
Secondary School Principal IV/
Officer-In-Charge

Encl.:
As stated

Copy furnished:
Records Section

To be posted in the Division Website



Republic of the Philippines
Province of Bukidnon
CITY OF MALAYBALAY
Calle M. Recto St., 8700
Malaybalay, Bukidnon, Philippines Fax (088) 819-3759

CMO

OFFICE OF THE CITY MAYOR

ADMINISTRATIVE ORDER 04
Series of 2013

2013-03-422
CITY OF MALAYBALAY CITY DIVISION
RECEIVED

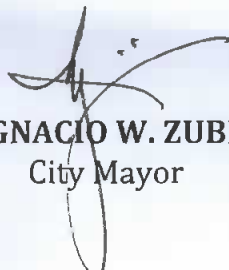
Date 03-13-13 Time 2:02 pm
Tr. *[Signature]*

**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 March 13, 2013 to March 15, 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 13th day of March 2013.


IGNACIO W. ZUBIRI
City Mayor