



**DEPARTMENT OF EDUCATION**

Region X-Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

Corner Don Carlos-Guingona St., City of Malaybalay

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May 9, 2013

096  
Deped-MALAYBALAY CITY DIVISION

RELEASED

Date: 5/9/13 Time: 11:30 AM  
By: [Signature]

**DIVISION ADVISORY**

**Dissemination of Administrative Order No. 11, 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  
All Other Concerned

1. You are hereby provided copy of the herein Administrative Order No. 11, Series of 2013 re Designating Mr. Herculano S. Ronolo City Administrator-Designate as Officer-In-Charge of the Office of the City Mayor effective May 8-10, 2013.
2. For information, guidance, and widest dissemination.

*[Signature]*  
**EDILBERTO L. OPLENARIA**  
OIC, Schools Division Superintendent

Encl.:

As stated

Copy furnished:

Records Section

To be posted in the Division Website



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Province of Bukidnon  
CITY OF MALAYBALAY  
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Tel (088) 221-2267 / 813-2744; Fax (088) 813-2739  
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## OFFICE OF THE CITY MAYOR

DepEd-MALAYBALAY CITY DIVISION  
RECEIVED

**ADMINISTRATIVE ORDER 11**  
Series of 2013


Date: 5/8/13 Time: 9:48 AM  
By: [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 **May 8 - 10, 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 7<sup>th</sup> day of May 2013.

  
**IGNACIO W. ZUBIRI**  
City Mayor