



DEPARTMENT OF EDUCATION
Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY

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February 19, 2014


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MALAYBALAY CITY DIVISION
RELEASED
Date: 2/19/14 Time: 4:22

DIVISION ADVISORY

**DESIGNATION OF MR. HERCULANO S. RONOLO, CITY ADMINISTRATOR
AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY MAYOR
(ADMINISTRATIVE ORDER NO. 05, s. 2014)**

**TO : Promotional Staff
Public Schools District Supervisors
Elementary and Secondary School Heads
Section Heads
All Others Concerned**

1. Pursuant to the herein Administrative Order No. 5, s. 2014 of the City Government of Malaybalay, this Office hereby disseminates the designation of Mr. Herculano S. Ronolo, City Administrator, as Officer-In-Charge of the Office of the City Mayor effective February 17-20, 2014 which is self-explanatory.
2. For information and guidance.


EDILBERTO L. OPLENARIA
Schools Division Superintendent

Encl.:
As stated

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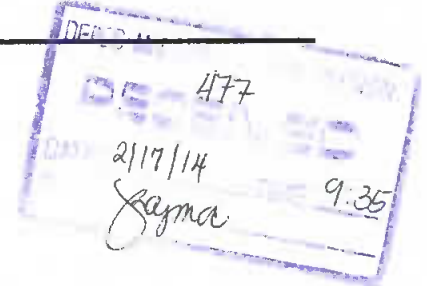
TO BE POSTED IN THE DIVISION WEBSITE



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OFFICE OF THE CITY MAYOR



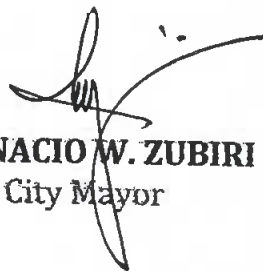
ADMINISTRATIVE ORDER 05
Series of 2014.

**DESIGNATING MR. HERCULANO S. RONOLO CITY ADMINISTRATOR 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 17 to 20, 2014, I am designating Mr. Herculano S. Ronolo City Administrator 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, Certifications, Authorizations 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 February 2014.


IGNACIO W. ZUBIRI
City Mayor