



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

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274  
DepEd-MALAYBALAY CITY DIVISION  
**RELEASED**

Time: 10:26

August 20, 2014

**DIVISION ADVISORY**

**DESIGNATING MRS. BELLA STEPHANIE B. SAAVEDRA, ACCOUNTANT III OF THE  
CITY ACCOUNTANT'S OFFICE AS ACTING SUPERVISING ADMINISTRATIVE  
OFFICER IV (CASHIER IV)/SPECIAL DISBURSING OFFICER OF THE  
CITY TREASURER'S OFFICE  
(EXECUTIVE ORDER NO. 33, s. 2014)**

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

  
**FROM : EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

1. Pursuant to the herein Executive Order No. 33, s. 2014 of the City Government of Malaybalay, this Office hereby disseminates the designation of Mrs. Bella Stephanie B. Saavedra, Accountant III of the City Accountant's Office, as Acting Supervising Administrative Officer IV (Cashier IV)/Special Disbursing Officer of the City Treasurer's Office effective immediately.
2. For information and widest dissemination.

Encl.:  
As stated

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**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 23**  
 Series of 2014

DEPT. DIVISION		CITY DIVISION	
330			
DATE	8/15/14	TIME	8:11
BY	fene		

**AN EXECUTIVE ORDER DESIGNATING MRS. BELLA STEPHANIE B. SAAVEDRA, ACCOUNTANT III OF THE CITY ACCOUNTANT'S OFFICE AS ACTING SUPERVISING ADMINISTRATIVE OFFICER IV (CASHIER IV)/SPECIAL DISBURSING OFFICER OF THE CITY TREASURER'S OFFICE**

WHEREAS, the vacancy of the Supervising Administrative Officer IV (Cashier IV)/Special Disbursing Officer Position of the Office of the City Treasurer has created a significant void in the said Office and has affected the regular disbursing processes/operations of City Government;

WHEREAS, there is an urgent need to designate someone in the City Government who shall assume and discharge the duties and responsibilities of Supervising Administrative Officer IV (Cashier IV)/Special Disbursing Officer pending the appointment of a replacement to the said position;

NOW THEREFORE, I, IGNACIO W. ZUBIRI, Mayor of the City of Malaybalay, by virtue of the power vested in me by law, do hereby designate Mrs. Bella Stephanie B. Saavedra, Accountant III of the City Accountant's Office as acting Supervising Administrative Officer IV (Cashier IV)/Special Disbursing Officer of the Office of the City Treasurer effective immediately.

DONE this 15th day of August, 2014 in Malaybalay City, Bukidnon, Philippines.

**IGNACIO W. ZUBIRI**  
 City Mayor