



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

Corner Don Carlos-Guingona St., City of Malaybalay  
Contact Numbers: 813-2318, 721-4597

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DepEd-MALAYBALAY CITY DIVISION

September 5, 2014

046  
**RELEASED**

Date: 9/5/14 Time: 4:04 PM  
By: [Signature]

**DIVISION ADVISORY**

**DESIGNATION OF MR. HERCULANO S. RONCLO CITY ADMINISTRATOR  
AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY MAYOR  
(ADMINISTRATIVE ORDER NO. 20, 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. 20, s. 2014 of the City Government of Malaybalay, this Office hereby disseminates the designation of City Administrator Herculano S. Ronclo, as Officer-in-Charge of the Office of the City Mayor on September 4, 2014 until the return of the Honorable City Mayor, which is self-explanatory.
2. For information and guidance.

*[Signature]*  
**EDILBERTO L. OPLENARIA**  
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  
CM Recto Street  
Phone (088) 8132744 / (088) 2212267  
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**OFFICE OF THE CITY MAYOR**

DEPED-MALAYBALAY CITY DIVISION	
054	
<b>RECEIVED</b>	
DATE: 9/4/14	TIME: 6:30
BY: [Signature]	

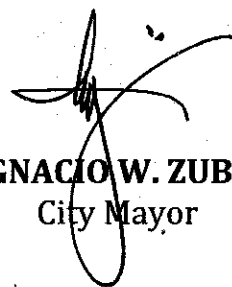
**ADMINISTRATIVE ORDER NO. 20**  
Series of 2014

**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 September 4, 2014, until my return, 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, Request for PPMP 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 3<sup>rd</sup> day of September 2014.

  
**IGNACIO W. ZUBIRI**  
City Mayor