



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

Corner Don Carlos and Guingona Sts., City of Malaybalay
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October 16, 2014

DIVISION ADVISORY

DISSEMINATING THE DESIGNATION OF MR. HERCULANO S. RONOLO, CITY ADMINISTRATOR AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY MAYOR per Administrative Order No. 25, 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. For information and guidance of all concerned, this Office hereby reiterates the designation of Mr. Herculano S. Ronolo, City Administrator as Officer-In-Charge of the Office of the City Mayor from October 16-17, 2014, which is self-explanatory.
2. For widest dissemination.

Encl.:
As stated

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OFFICE OF THE CITY MAYOR

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ADMINISTRATIVE ORDER NO. 25
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 October 16-17, 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, Authorization To Claim Honorarium/Prizes, 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 15th day of October 2014.


IGNACIO W. ZUBIRI
City Mayor