



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang., Malaybalay City

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091
ed-MALAYBALAY CITY DIVISION

RELEASED

January 13, 2015


re: 1/13/15 Time: 4:10 PM
for Amable

DIVISION ADVISORY

**DESIGNATION OF MR. HERCULANO S. RONOLO CITY ADMINISTRATOR AS
OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY MAYOR
(ADMINISTRATIVE ORDER NO. 02, s. 2015)**

**TO : Education Program Supervisors
Division Coordinators
Public Schools District Supervisors
Elementary and Secondary School Heads
Section Heads
All Others Concerned**

1. Pursuant to the herein Administrative Order No. 02, s. 2015 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 on January 14, 2015 until the return of the Honorable City Mayor, which is self-explanatory.
2. For information and guidance.

for: 
EDILBERTO L. OPLENARIA
Schools Division Superintendent
d

Encl.:

As stated

Copy furnished:

Records Section

TO BE POSTED IN THE DIVISION WEBSITE

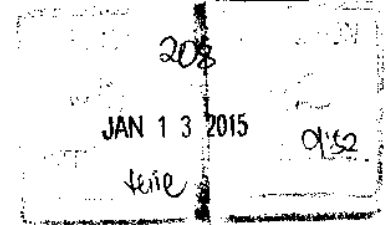


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OFFICE OF THE CITY MAYOR

ADMINISTRATIVE ORDER NO. 02
Series of 2015

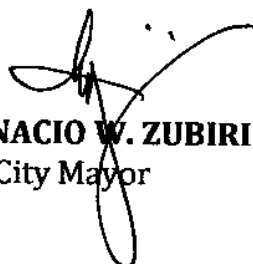


**DESIGNATING MR. HERCULANO S. RONOLO CITY ADMINISTRATOR AS
OFFICER -IN-CHARGE OF THE OFFICE OF THE CITY MAYOR**

To ensure that office functions will continue and public service goes uninterrupted during my absence January 14, 2015 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, Authorization to Claim Actual Expenses / 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 12th day of January 2015.


IGNACIO W. ZUBIRI
City Mayor