



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang., Malaybalay City

Email Address: depdmalaybalay@gmail.com; Official website: www.depedmalaybalay.net



362

ed-MALAYBALAY CITY DIVISION

February 20, 2015

RELEASED

FEB 23 2015

Time: 9:01

re:

[Handwritten signature]

DIVISION ADVISORY

**DESIGNATION OF MR. HERCULANO S. RONOLO CITY ADMINISTRATOR
AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY MAYOR
(ADMINISTRATIVE ORDER NO. 04, 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. 04, 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 February 20, 2015, contents of which is self-explanatory.
2. For information and guidance.

[Handwritten signature]
EDILBERTO L. OPLENARIA
Schools Division Superintendent

Encl:
As stated

Copy furnished:
Records Section

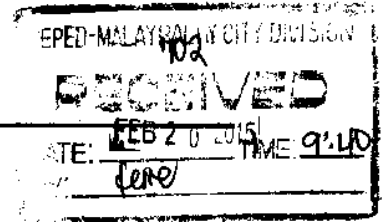
TO BE POSTED IN THE DIVISION WEBSITE



Republic of the Philippines
Province of Bukidnon
CITY OF MALAYBALAY
CM Recto Street
Phone (088) 813 - 5643
Fax (088) 8132739



OFFICE OF THE CITY MAYOR



ADMINISTRATIVE ADMINISTRATIVE ORDER NO. 04
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 February 20, 2015, 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 18th day of February 2015.

IGNACIO W. ZUBIRI
City Mayor