



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purak 6, Casisang., Malaybalay City

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July 2, 2015 112
MALAYBALAY CITY

RELEASED

JUL 07 2015 Time: 2:00
112-112

DIVISION ADVISORY

**AN ORDER SUPPLEMENTING ADMINISTRATIVE ORDERS No. 13, AND 19,
OF 2012, ISSUED, RESPECTIVELY, ON MARCH 1, 2012
AND JUNE 20, 2015**

**TO: Chief Education Supervisors and Staff (SGOD and CID)
School Heads (Elem. and Secondary)
Section/Unit Heads and Staff
All Others concerned**

FROM: EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

1. For the information and guidance of all concerned, this office hereby disseminates the herein Administrative Order No. 12, s. 2015 from the Office of the City Mayor, re: **An Order Supplementing Administrative Orders No. 13, and 19, of the 2012, issued, respectively, on March 1, 2012 and June 20, 2015, which is self-explanatory.**
2. For widest dissemination.

Encl:

As stated

Copy furnished:

Records Section
AO file

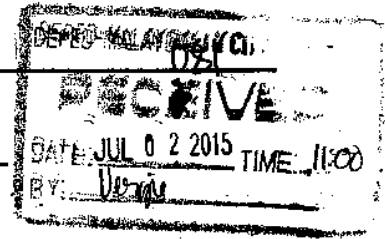


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OFFICE OF THE CITY MAYOR

- ADMINISTRATIVE ORDER NO. 12
Series of 2015



AN ORDER SUPPLEMENTING ADMINISTRATIVE ORDERS NO.13, AND 19, OF 2012, ISSUED, RESPECTIVELY, ON MARCH 1, 2012 AND JUNE 20, 2015

To supplement and in addition to the instructions contained in Administrative Orders No. 13 and No. 19, Series of 2012, issued, respectively, on March 1, 2012 and June 20, 2015, the undersigned further delegates and authorizes Mr. ROMEO R. LAPECIROS, Jr., Assistant City Administrator, to sign and approve for and in my behalf, Obligation Requests (OR) of all infrastructure progress billings for purposes of internal budgetary control only.

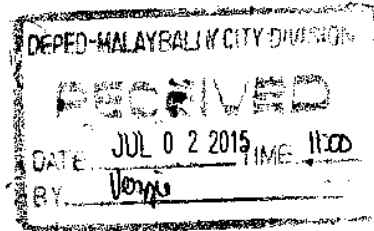
This Order shall take effect immediately.

Issued this 24th of June 2015, Malaybalay City, Bukidnon.


IGNACIO W. ZUBIRI
City Mayor



Republic of the Philippines
CITY OF MALAYBALAY
Province of Bukidnon
* * *



OFFICE OF THE CITY MAYOR

ADMINISTRATIVE ORDER NO. 19
Series of 2012

**AN ORDER SUPPLEMENTING ADMINISTRATIVE ORDER NO. 13, s. 2012, ISSUED ON
MARCH 01, 2012**

To supplement and in addition to the instructions contained in the Administrative Order No. 13, Series of 2012, issued on March 01, 2012, the undersigned further delegates and authorizes Mr. ROMEO R. LAPECIROS, Jr., Executive Assistant IV, to sign for and in my behalf, the following:

1. Approve the Statement of Work Accomplished (SWA) for all infrastructure projects implemented and funded by the City Government of Malaybalay; and,
2. Approve Variation Orders (Change Orders/ Extra Work Order) for all infrastructure projects which does not require an increase in the original contract price of the projects.

This Order shall take effect immediately.

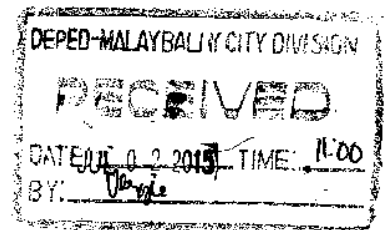
Issued this 20th of June 2012, at Malaybalay City, Bukidnon.

HON. IGNACIO W. ZUBIRI
City Mayor

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OFFICE OF THE CITY MAYOR

ADMINISTRATIVE ORDER 13

Series of 2012

PROVIDING INSTRUCTIONS TO BE FOLLOWED IN THE CONDUCT OF PUBLIC AFFAIRS

WHEREAS, public affairs require that the City Mayor, on official function, attends to official matters for the good of the constituents of the City of Malaybalay;

WHEREAS, in order not to disrupt the normal operations and activities of this office, it is necessary to designate an Officer-In-Charge;

NOW, THEREFORE, I, IGNACIO W. ZUBIRI, City Mayor of the City of Malaybalay, by virtue of the powers vested in me by law, and in order not to disrupt the normal operation of the office, do hereby designate Mr. Romeo R. Lapeciros, Jr., Executive Assistant IV in the City Mayor's Office, to do the specific functions as follows:

1. Attends to Mayor's callers;
2. Approval of local weekly travels of the City Agriculture Office, City Social Welfare and Development Office, and the Inspectorate Team;
3. Approve requests for the use of RP vehicles for travels within the City and Province of Bukidnon, to include Cagayan de Oro City;
4. Approve requests for the use of government facilities;
5. Approve business permits and mayor's clearances (excluding firearms clearance);
6. Approval of Itinerary of Travel of employees;
7. Approve waste materials and pre-inspection reports;
8. BLPO Motorela Confirmation slips.


PROVIDED HOWEVER, that Administrative Order No. 05 series of 2011 and Administrative functions delegated to Mr. Herculano s. Ronolo, will still be enforced.

Mr. Romeo R. Lapeciros, Jr., in pursuance of this order shall sign in the following manner:

BY AUTHORITY OF THE CITY MAYOR:

ROMEO R. LAPECIROS, JR.
Executive Assistant IV

Done in the City of Malaybalay, Province of Bukidnon, this 1st day of March in the year of our Lord, Two Thousand and twelve.


IGNACIO W. ZUBIRI
City Mayor