



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Cas'sang, Malaybalay City

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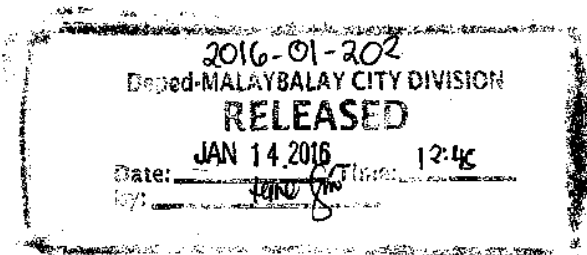
January 13, 2016

DIVISION ADVISORY

**DESIGNATION OF MR. HERCULANO S. RONOLO CITY ADMINISTRATOR
AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY MAYOR
(ADMINISTRATIVE ORDER NO. 01, s. 2016)**

TC : Chief Education Supervisors and Staff, (SGOD and CID)
School Heads (Elementary and Secondary)
Section/Unit Heads
All Others Concerned

1. Pursuant to the herein Administrative Order No. 01, s. 2016 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 13, 2016.
2. Mr. Ronolo authorized to sign the routine Requisitions, Correspondence, Payrolls, Vouchers, Business Permits, Leave of Absences, Purchase Orders, Annual and Supplemental Honorarium/Prizes, Request for PPMP and other ordinary matters.
3. For information and guidance.



[Signature]
EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

Encl:

As stated

Copy furnished:

Records Section

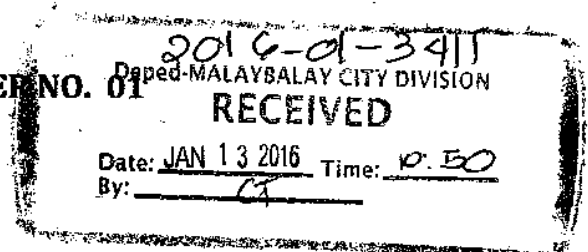


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OFFICE OF THE CITY MAYOR

ADMINISTRATIVE ORDER NO. 01
Series of 2016

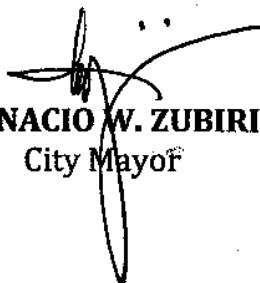


DESIGNATING MR. HERCULANO S. RONOLO CITY ADMINISTRATOR AS OFFICER -IN-CHARGE OF THE OFFICE OF THE CITY MAYOR

To ensure that office functions will continue and public service goes uninterrupted during my absence on January 13, 2016 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 2016.


IGNACIO W. ZUBIRI
City Mayor