



Republic of the Philippines  
Department of Education  
Region X – Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**



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**DIVISION ADVISORY**

2016-11-16  
Deped-MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: NOV 17 2016  
By: *[Signature]*

TO : Chief Education Supervisor and Staff, CID and SGOD  
Public Schools District Supervisors  
School Heads (Elementary and Secondary)  
Section/Unit Heads and Staff  
All others Concerned

FROM : *[Signature]* **EDILBERTO L. OPLENARIA, CESO VI**  
OIC-Schools Division Superintendent

DATE : November 17, 2016

SUBJECT : Dissemination of Administrative Order No. 24, s. 2016 re: Designation of Mr. Herculano S. Ronolo, City Administrator as Officer-In-Charge of the Office of the City Mayor (Administrative Order No. 24, s. 2016)

For the information and guidance of all concerned, this Office hereby disseminates the herein designation of Mr. Herculano S. Ronolo, City Administrator as Officer-In-Charge of the Office of the City Mayor effective November 16, 2016 until his return per attached Administrative Order No. 24, s. 2016.

For widest dissemination.

Encl:

As stated

Copy Furnished:

Personnel Unit  
Records Unit

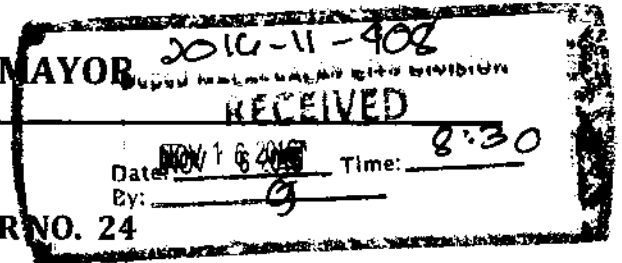
**TO BE POSTED ON THE WEBSITE**



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**CMO**

**OFFICE OF THE CITY MAYOR**



**ADMINISTRATIVE ORDER NO. 24**  
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 November 16, 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 15th day of November 2016.

**IGNACIO W. ZUBIRI**  
City Mayor