



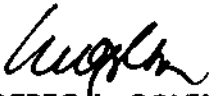
Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY

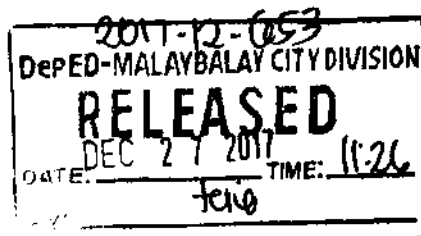


Sayre Highway Purok 6, Casisang, Malaybalay City
Telefax # 088-314-0094, E-mail add: www.depedmlyblycity@yahoo.com

DIVISION ADVISORY

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

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



DATE: **December 21, 2017**

RE: **Dissemination of Administrative Order No. 26, s. 2017 re: Designation of Mr. Herculano S. Ronolo, City Administrator as Officer-In-Charge of the Office of the City Mayor**

1. 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 December 22, 2017 until his return per attached Administrative Order No. 26, S. 2017.
2. For widest dissemination.

Encl:
As stated

Copy Furnished:
Records Unit

TO BE POSTED ON THE 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

2017-12-803
MALAYBALAY CITY DIVISION
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DATE: _____ TIME: 12:07
BY: DEC 21 2017

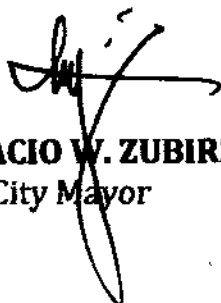
ADMINISTRATIVE ORDER NO. 26
Series of 2017

**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 December 22, 2017 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 14th day of December 2017.


IGNACIO W. ZUBIRI
City Mayor