



# DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

## DIVISION OF MALAYBALAY CITY

Corner Don Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2894, 221-4597

Email Address: [depedmalaybalay@gmail.com](mailto:depedmalaybalay@gmail.com); Official website: [www.depedmalaybalay.net](http://www.depedmalaybalay.net)



### DIVISION ADVISORY

**TO :** Education Program Supervisors-Designate and Division Coordinators-Designate  
Public Schools District Supervisors  
Elementary and Secondary School Principals  
Section Heads and staff

*[Signature]*  
**FROM :** EDILBERTO L. OPLENARIA  
Schools Division Superintendent

**DATE :** January 11, 2013

**RE :** Dissemination of Administrative Order No. 01

2013-01-0147  
Deped-MALAYBALAY CITY DIVISION  
**RELEASED**

Date: 01-11-13 Time: 11:33 am  
By: *[Signature]*

1. For information and guidance of all concerned, you are hereby provided a copy of the Administrative Order No. 01 from the City Government of Malaybalay re: *Designating Mr. Herculano S. Ronolo as Officer-in-Charge of the Office of the City Mayor*, which is self-explanatory.
2. For immediate dissemination.

Encl. As stated

Copy furnished:  
Records Section



Republic of the Philippines  
Province of Bukidnon  
City of Malaybalay

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OFFICE OF THE CITY MAYOR



**ADMINISTRATIVE ORDER 01**  
Series of 2013

2013-01-0137  
Deled-MALAYBALAY CITY DIVISION  
RECEIVED  
Date: 9-09-13 Time: 2:28 PM  
By: [Signature]

**DESIGNATING MR. HERCULANO S. RONOLO CITY ADMINISTRATOR -  
DESIGNATE 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 9 - 11, 2013 I am designating Mr. Herculano S. Ronolo City Administrator-Designate 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, checks 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 8<sup>th</sup> day of January 2013.

  
**IGNACIO W. ZUBIRI**  
City Mayor