

# DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

## DIVISION OF MALAYBALAY CITY

Corner Dnn Carlos-Guingona St., City of Malaybalay

Contact Numbers: 813-2594 241-4217

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



March 6, 2014

029

DIVISION OF MALAYBALAY CITY DIVISION  
RELEASED

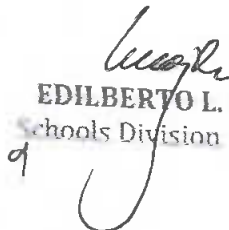
3-06-14 1:00 pm  
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### DIVISION ADVISORY

#### DESIGNATION OF MR. HERCULANO S. RONOLO, CITY ADMINISTRATOR AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY MAYOR (ADMINISTRATIVE ORDER NO. 08, s. 2014)

TO : Promotional Staff  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
Section Heads  
All Others Concerned

1. Pursuant to the herein Administrative Order No. 08, s. 2014 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 March 4, 2014 until the return of the Honorable City Mayor, which is self-explanatory.
2. For information and guidance.

  
EDILBERTO L. OPLENARIA  
Schools Division Superintendent

Encl.:  
As stated

Copy furnished:  
Records Section

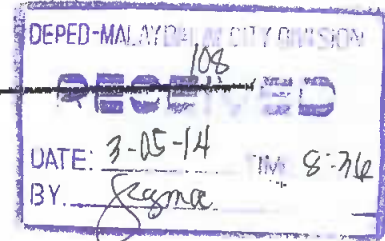
**TO BE POSTED IN THE DIVISION WEBSITE**



Republic of the Philippines  
Province of Bukidnon  
CITY OF MALAYBALAY  
CM Recto Street  
Phone (088) 8132744 / (088) 2212267  
Fax (088) 8132739



**OFFICE OF THE CITY MAYOR**



**ADMINISTRATIVE ORDER 08**  
Series of 2014

**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 March 4, 2014 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, Authorizations 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 4<sup>th</sup> day of March 2014.

**IGNACIO W. ZUBIRI**  
City Mayor