

# DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

## DIVISION OFFICE OF MALAYBALAY CITY

Corner Don Carlos-Guigona St., City of Malaybalay

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090  
DepEd MALAYBALAY CITY DIVISION

RELEASED

May 12, 2014

5/13/14  
By: *[Signature]*  
8:04 AM

### DIVISION ADVISORY

#### DESIGNATION OF HERCULANO S. RONOLO CITY ADMINISTRATOR AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY MAYOR (ADMINISTRATIVE ORDER NO. 13, 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. 13, 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 May 9 to May 12, 2014 of the Honorable City Mayor, which is self-explanatory.
2. For information and guidance.

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

Encl.:

As stated

Copy furnished:

Records Section

**TO BE POSTED IN THE DIVISION WEBSITE**

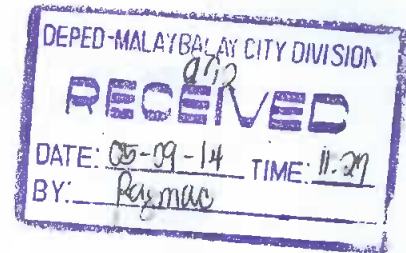


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## OFFICE OF THE CITY MAYOR

### ADMINISTRATIVE ORDER 13 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 May 9, 2014 to May 12, 2014, 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, Request for APP 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 May 2014.



**IGNACIO W. ZUBIRI**  
City Mayor