

DEPARTMENT OF EDUCATION Region X- Northern Mindanao DIVISION OF MAINYBAIRY CITY

Deped-MALAYDALAY CITY DIVISION
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August 20, 2014

DIVISION ADVISORY

DESIGNATING MRS. BELLA STEPHANIE B. SAAVEDRA, ACCOUNTANT III OF THE CITY ACCOUNTANT'S OFFICE AS ACTING SUPERVISING ADMINISTRATIVE OFFICER IV (CASHIER IV)/SPECIAL DISBURSING OFFICER OF THE CITY TREASURER'S OFFICE (EXECUTIVE ORDER NO. 33, s. 2014)

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

J14

FROM: EDILBERTO L. OPLENARIA

Schools Division Superintendent

- 1. Pursuant to the herein Executive Order No. 33, s. 2014 of the City Government of Malaybalay, this Office hereby disseminates the designation of Mrs. Bella Stephanie B. Saavedra, Accountant III of the City Accountant's Office, as Acting Supervising Administrative Officer IV (Cashier IV)/Special Disbursing Officer of the City Treasurer's Office effective immediately.
- 2. For information and widest dissemination.

Encl.:

As stated

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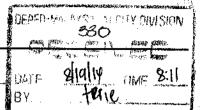
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Province of Bukidnon

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OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 23.

Series of 2014

AN EXECUTIVE ORDER DESIGNATING MRS. BELLA STEPHANIE B. SAAVEDRA, ACCOUNTANT III OF THE CITY ACCOUNTANT'S OFFICE AS ACTING SUPERVISING ADMINISTRATIVE OFFICER IV (CASHIER IV)/SPECIAL DISBURSING OFFICER OF THE

WHEREAS, the vacancy of the Supervising Administrative Officer IV (Cashier IV)/Special Disbursing Officer Position of the Office of the City Treasurer has created a significant void in the said Office and has affected the regular disbursing processes/operations of City Government;

CITY TREASURER'S OFFICE

WHEREAS, there is an urgent need to designate someone in the City Government who shall assume and discharge the duties and responsibilities of Supervising Administrative Officer IV(Cashier IV)/Special Disbursing Officer pending the appointment of a replacement to the said position;

NOW THEREFORE, I, IGNACIO W. ZUBIRI, Mayor of the City of Malaybalay, by virtue of the power vested in me by law, do hereby designate Mrs. Bella Stephanie B. Saavedra, Accountant III of the City Accountant's Office as acting Supervising Administrative Officer IV (Cashier IV)/Special Disbursing Officer of the Office of the City Treasurer effective immediately.

DONE this <u>15th</u> day of <u>August</u>, 2014 in Malaybalay City, Bukidnon, Philippines.

IGNACIO W ZUBIRI
City Mayor