



**DEPARTMENT OF EDUCATION**  
**Region X- Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**

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358  
DepEd-MALAYBALAY CITY DIVISION  
**RELEASED**  
Date: 10-20-14 Time: 9:15 AM  
K. Balzelle

October 16, 2014

**DIVISION ADVISORY**

**DISSEMINATING THE DESIGNATION OF MR. HERCULANO S. RONOLO, CITY ADMINISTRATOR AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY MAYOR per Administrative Order No. 25, s. 2014**

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

*Edilberto L. Oplenaria*  
**FROM : EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

1. For information and guidance of all concerned, this Office hereby reiterates the designation of Mr. Herculano S. Ronolo, City Administrator as Officer-In-Charge of the Office of the City Mayor from October 16-17, 2014, which is self-explanatory.
2. For widest dissemination.

Encl.:  
As stated

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**TO BE POSTED IN THE WEBSITE**



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**OFFICE OF THE CITY MAYOR**

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**ADMINISTRATIVE ORDER NO. 25**  
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 October 16-17, 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, Authorization To Claim 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 15<sup>th</sup> day of October 2014.

  
**IGNACIO W. ZUBIRI**  
City Mayor