



**DEPARTMENT OF EDUCATION**

**Region X-Northern Mindanao**

**DIVISION OF MALAYBALAY CITY**

Soyre Highway, Purok 6, Casisang, Malaybalay City

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



306  
March 26, 2015 MALAYBALAY CITY DIVISION

**RELEASED**

re: 7-26-15 Time: 9:46  
Hege

**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. 2015)**

**TO : Chief Education Supervisors  
All Staff, Curriculum Implementation Division  
All Staff, Schools Governance and Operations Division  
Elementary and Secondary School Heads  
Section Heads and Staff  
All Others Concerned**

1. Pursuant to the herein Administrative Order No. 08, s. 2015 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 27-April 6, 2015, contents of which is self-explanatory.
2. For information and guidance.

**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

Encl.:

As stated

Copy furnished:

Records Section

**TO BE POSTED IN THE DIVISION WEBSITE**

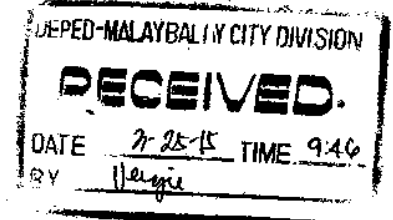


Republic of the Philippines  
Province of Bukidnon  
CITY OF MALAYBALAY  
CM Recto Street  
Phone (088) 813 - 5643  
Fax (088) 8132739  
\*\*\*\*\*



## OFFICE OF THE CITY MAYOR

**ADMINISTRATIVE ORDER NO. 08**  
Series of 2015



### **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 27 - April 6, 2015, 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 Actual Expenses / 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 19<sup>th</sup> day of March 2015.

  
**IGNACIO W. ZUBIRI**  
City Mayor