



DEPARTMENT OF EDUCATION

Region X-Northern Mindanao

DIVISION OF MALAYBALAY CITY

Sayre Highway, Purok 6, Casisang, Malaybalay City

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August 10, 2015

133
Deped-MALAYBALAY CITY DIVISION
RELEASED


Date: AUG 11 2015 Time: 1:33pm
By: [Signature]

DIVISION ADVISORY

**DESIGNATION OF HON. JAY WARREN R. PABILLARAN CITY COUNCILOR
AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY MAYOR
(ADMINISTRATIVE ORDER NO. 18, 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. 18, s. 2015 of the City Government of Malaybalay, this Office hereby disseminates the designation of Hon. Jay Warren R. Pabillaran, City Councilor as Officer-In-Charge of the Office of the City Mayor on August 11, 2015, contents of which is self-explanatory.
2. For information and guidance.


EDILBERTO L. OPLENARIA, CESO VI
Schools Division Superintendent

Encl:

As stated

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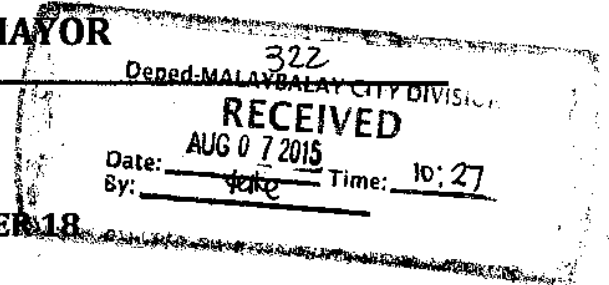
TO BE POSTED IN THE DIVISION WEBSITE



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OFFICE OF THE CITY MAYOR



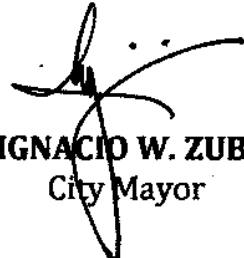
ADMINISTRATIVE ORDER 18
Series of 2015

**DESIGNATING HON. JAY WARREN R. PABILLARAN CITY COUNCILOR 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 August 11, 2015 until my return I am designating Hon. Jay Warren R. Pabillaran, City Councilor as Officer-In-Charge, to take over the duration of my absence. I hereby authorize Hon. Jay Warren R. Pabillaran 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, Hon. Jay Warren R. Pabillaran 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 6th day of August 2015.


IGNACIO W. ZUBIRI
City Mayor