



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Cor. Don Carlos and Guingona Sts., Malaybalay City



DIVISION MEMORANDUM


No. 070 s. 2015

179
ed-MALAYBALAY CITY DIVISION

RELEASED

Re: MAR 16 2015 Time: 3:32 PM

To: Education Program Supervisor /Coordinators
Public Schools District Supervisors
Elementary/ Secondary School Heads
Unit Heads

From: 
EDILBERTO L. OPLENARIA
Schools Division Superintendent
This Division

Date : March 16, 2015

Re : **DISSEMINATION OF ADMINISTRATIVE ORDER NO. 06 S. 2015 RE : AN ORDER ESTABLISHING RULES ON THE APPROVAL OF REQUESTS FOR AUTHORITY TO TRAVEL WITHIN MALAYBALAY CITY FOR EMPLOYEES AND OFFICIALS UNDER THE EXECUTIVE DEPARTMENT OF THE CITY GOVERNMENT OF MALAYBALAY**

For information and guidance this Office provides a copy of **EXECUTIVE ORDER NO. 06 S. 2015 RE : AN ORDER ESTABLISHING RULES ON THE APPROVAL OF REQUESTS FOR AUTHORITY TO TRAVEL WITHIN MALAYBALAY CITY FOR EMPLOYEES AND OFFICIALS UNDER THE EXECUTIVE DEPARTMENT OF THE CITY GOVERNMENT OF MALAYBALAY** which is self explanatory.

Immediate dissemination, information and guidance is desired.

To be indicated in the perpetual index
Under the following subjects:
Students/pupils
Schools
Health Education

Teachers
LGU

alo/ELO

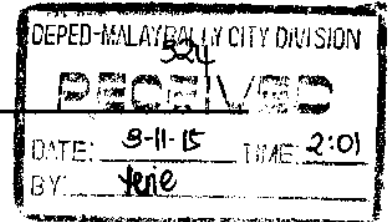


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OFFICE OF THE CITY MAYOR

ADMINISTRATIVE ORDER NO. 06
Series of 2015



AN ORDER ESTABLISHING RULES ON THE APPROVAL OF REQUESTS FOR AUTHORITY TO TRAVEL WITHIN MALAYBALAY CITY FOR EMPLOYEES AND OFFICIALS UNDER THE EXECUTIVE DEPARTMENT OF THE CITY GOVERNMENT OF MALAYBALAY

In order to expedite the processing of the requests for authority to travel by employees and officials under the executive department of the City Government of Malaybalay, the following rules shall be observed:

1. Travels by employees within Malaybalay City in connection with their duties and functions of his/her position shall be covered by office personnel locator slip to be approved by the concerned head of office;
2. Travel by officials (department heads and assistants) within Malaybalay City in connection with the duties and functions of his/her office shall be approved by the undersigned or his authorized representative; and
3. Travels by employees and officials on official business on official time shall be governed by the applicable provisions of Administrative Order (AO) No. 22, Series of 2012.

This Order shall be effective immediately.

Issued this 10th of March 2015, City of Malaybalay.


IGNACIO W. ZUBIRI
City Mayor