



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
DIVISION OF MALAYBALAY CITY

DA-2023-02-009  
DEPED MALAYBALAY CITY DIVISION  
**RELEASED**  
FEB 03 2023 Time: 2:45  
By: *[Signature]*

**Division Advisory**

No. 009,s 2023

To: Assistant Schools Division Superintendents  
Division Chiefs and Unit Heads  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned

FROM: **VICTORIA V. GAZO PhD, CESO V**  
Schools Division Superintendent *[Signature]*

DATE: February 03, 2023

SUBJECT: **DISSEMINATION OF EXECUTIVE ORDER NO. 06 Series of 2023 (AN ORDER DESIGNATING ARNEL S. ALAGENIO, EXECUTIVE ASSISTANT V, AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY MAYOR)**

1. For the information and guidance of all concerned, enclosed is a copy of Executive Order No. 06 dated January 31, 2023, titled **An Order Designating Arnel S. Alagenio, Executive Assistant V, as Officer-in-charge of the office of the City Mayor.**
2. Immediate dissemination of and compliance with this Memorandum are desired.

Copy furnished:  
Records file  
AO file



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REPUBLIC OF THE PHILIPPINES  
PROVINCE OF BUKIDNON  
CITY OF MALAYBALAY


OFFICE OF THE  
**CITY MAYOR**

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**Local Numbers:**

 *City Mayor's Office: 107*

 *Executive : 108*

 *Community Affairs: 109*

ADMINISTRATIVE ORDER No. 06  
Series of 2023

2023-67266  
DEPED MALAYBALAY CITY DIVISION  
**RECEIVED**  
DATE: 2023 Time: 11:48  
By: [Signature]

**AN ORDER DESIGNATING ARNEL S. ALAGENIO,  
EXECUTIVE ASSISTANT V, AS OFFICER-IN-CHARGE OF THE  
OFFICE OF THE CITY MAYOR**

To ensure that office functions will continue and public service goes uninterrupted while I am on official travel on **January 31, 2023**, I am designating Mr. Arnel S. Alagenio, Executive Assistant V, as Officer-in-Charge.

I hereby authorize EA Alagenio to sign for and in behalf routine Requisitions, Correspondences, Payrolls, Business Permits, Leave of Absence, Purchase Orders, Annual and Supplemental Procurement Plans, Certifications, Authorization to Claim Actual Expenses, Honorarium, Request for PPMP, Administrative and Executive orders and Ordinary matters that would ensure the smooth functions of the office **except** matters involving approval of disbursement of funds.

Upon my return, EA Alagenio shall report to me such transactions and events that require my attention as Local Chief Executive of the City Government of Malaybalay.

Issued this 31<sup>st</sup> day of January 2023, Malaybalay City Bukidnon.

  
**JAY WARREN R. PABILLARAN**  
City Mayor