

Republic of the Philippines
Province of Negros Occidental
San Carlos City

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 16

Series of 2020

DESIGNATING CHESTER CHRISTIAN DELA VICTORIA, LOCAL DRRM OFFICER I, AS OFFICER-IN-CHARGE OF THE CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE, THIS CITY, FOR THE PERIOD JANUARY 16 – 21, 2020

WHEREAS, Mr. Joe Recalex C. Alingasa, Jr., Local DRRM Officer IV, this city, shall be out of official station on January 16 – 21, 2020;

WHEREAS, in the interest of public service and to ensure the continuity and smooth flow of the basic services and the paper transactions of the City Disaster Risk Reduction and Management Office, there is a need to designate an Officer-in-Charge thereof for the aforementioned period;


NOW, THEREFORE, I, **RENATO Y. GUSTILO**, by virtue of the powers vested in me as City Mayor of San Carlos City, Negros Occidental, hereby designate **MR. CHESTER CHRISTIAN DELA VICTORIA, Local DRRM Officer I, as Officer-in-Charge of the City Disaster Risk Reduction and Management Office for the above-stated period.**

As such Officer-in-Charge, Mr. Dela Victoria, is authorized to perform the hereunder functions in addition to his usual duties and responsibilities:

1. To answer all official correspondences which need immediate action and which do not involve the exercise of discretion;
2. To sign travel request, payroll of regular employees and casual laborers charged under the funds of the City Disaster Risk Reduction and Management Office;
3. To sign job order laborers who are under the supervision of said office;
4. To sign APPs, PPMPs, purchase requests and Obligation Requests related to its office transactions, inspection reports, daily time records, canvass slips, acceptance of delivered goods, waste materials reports, application for leave and monetization of office personnel.

Matters which are policy-determining that require the discretion of Mr. Alingasa should be held in abeyance until his return to office.

Done in the City of San Carlos, Negros Occidental, on this 15th day of January, 2020.


RENATO Y. GUSTILO
City Mayor