

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 69**

**Series of 2020**

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**DESIGNATING JANSEN M. BAYAWA AS OFFICER-IN-CHARGE OF  
THE MARKET AND SLAUGHTERHOUSE DEPARTMENT AND THE  
PUBLIC TRANSPORT TERMINAL DIVISION, THIS CITY ON  
FEBRUARY 24, 2020**

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**WHEREAS**, Mrs. Leila B. Mansueto, Officer-in-Charge of the Market and Slaughterhouse Department and the Public Transport Terminal Division, this city, shall be out of official station on February 23, 2020;

**WHEREAS**, to ensure the continuity and smooth flow of basic services and the paper transactions of that department, there is a need to designate an Officer-in-Charge thereof in lieu of Mrs. Mansueto on the above-mentioned date;

**NOW, THEREFORE, I, GERARDO P. VALMAYOR, JR.**, by virtue of the powers vested in me as City Mayor of San Carlos City, Negros Occidental, *do hereby designate JANSEN M. BAYAWA, Local Revenue Collection Officer III, as Officer-in-Charge of the Market and Slaughterhouse Department and the Public Transport Terminal Division for the above-stated period.*

As Officer-in-Charge, Ms. Bayawa is authorized to perform the following ordinary functions:

1. To answer all official correspondences which need immediate action and which do not involve the exercise of discretion;
2. To sign travel orders, payroll of regular employees and casual laborers charged under the funds of the Market & Slaughterhouse Department and the Public Transport Terminal Division;
3. To sign job order of laborers who are under the supervision of said department;
4. To sign APPs, PPMPs, purchase requests and Obligation Requests related to its office transactions, inspection reports, daily time records, canvass slips, RIS, applications for leave and monetization of office personnel;

Matters that require the discretion of Mrs. Mansueto should be held in abeyance until her return to office.

Done in the City of San Carlos, Negros Occidental, on this 18<sup>th</sup> day of February, 2020.

**RENATO Y. GUSTILO**  
City Mayor