

Republic of the Philippines  
Province of Negros Occidental  
San Carlos City

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 13**

**Series of 2020**

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**DESIGNATING MR. REYNALDO NILO B. CHAN, REGISTRATION OFFICER IV, AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY CIVIL REGISTRAR ON JANUARY 15, 2020**

**WHEREAS**, Mr. Rodrigo S. Estrellanes, City Civil Registrar, this city, shall be out of official station on January 15, 2020;

**WHEREAS**, to ensure the continuity and smooth flow of basic services and the paper transactions of the City Civil Registrar's Office, there is a need to designate as Officer-In-Charge thereof in lieu of Mr. Estrellanes on the above mentioned date;


**NOW, THEREFORE, I, RENATO Y. GUSTILO**, by virtue of the powers vested in me as City Mayor of San Carlos City, Negros Occidental, *do hereby designate MR. REYNALDO NILO B. CHAN, REGISTRATION OFFICER IV, as Officer -in-Charge of the Office of the City Civil Registrar for the stated period.*

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

1. To answer all official correspondence which need immediate action and which do not involve the exercise of discretion;
2. To recommend Travel Orders and sign payroll of regular employees;
3. To sign obligation requests related to its office transactions, daily time records, application for leave and monetization of office personnel.

Matters that require the discretion of Mr. Estrellanes should be held in abeyance until his return to office.

Done in the City of San Carlos, Negros Occidental, on this 13<sup>th</sup> day of January, 2020.

  
**RENATO Y. GUSTILO**  
City Mayor