

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 36

Series of 2020

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DESIGNATING MR. JOSEPH A. BINGHAY, INFORMATION TECHNOLOGY OFFICER II, AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY ADMINISTRATOR FOR THE PERIOD JANUARY 28, 2020 TO FEBRUARY 6, 2020

WHEREAS, Atty. Ma. Chat Delima-Cordero, Acting City Administrator, this city, shall be out of official station for the period January 28, 2020 to February 6, 2020;

WHEREAS, to ensure the continuity of the basic services and the paper transactions of the Office of the City Administrator, there is a need for an Officer-in-Charge thereof for the stated period;

NOW, THEREFORE, I, **RENATO Y. GUSTILO**, by virtue of the powers vested in me by law as City Mayor of San Carlos City, Negros Occidental, do hereby *designate MR. JOSEPH A. BINGHAY, Information Technology Officer II, to act as Officer-in-Charge of the Office of the City Administrator for the period January 28, 2020 to February 6, 2020, in addition to his usual duties and responsibilities.*

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

- 1.) To sign and approve payrolls, vouchers and obligation requests which are intended as payments of:
 - a.) salaries, wages and allowances
 - b.) travel expenses
 - c.) monetization of leave credits
 - d.) withdrawal of bidders and performance bonds
 - e.) refund of medicines used by patients under PhilHealth.
- 2.) To initial communications, Purchase Orders, Program of Works, endorsements, permits & certifications issued by the City Mayor,
- 3.) To sign certifications as delegated to the City Administrator by the City Mayor, such as certifications (Mayor's Clearance), CMO/CAO fuel withdrawal slips, fuel consumption reports, CAO ObRs and PRs, vehicle trip tickets, application for leave of CMO/CAO employees, passlips, job orders and DTRs and all other routinary paper transactions and documents which need immediate action and which do not involve the exercise of discretion.

FURTHER, during the period of such designation, **Mr. Binghay** is entitled to receive Representation and Transportation Allowances (RATA) as authorized and provided for department heads, subject to the usual accounting and auditing rules and regulations.

Done in the City of San Carlos, Negros Occidental, on this 27th day of January, 2020.