

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 81

Series of 2020

**DESIGNATING ENGR. ARTHUR A. BATOMALAUQUE, ENVIRONMENTAL
MANAGEMENT SPECIALIST II, AS OFFICER-IN-CHARGE OF THE CITY
ENVIRONMENT MANAGEMENT OFFICE, ON FEBRUARY 26 & 27, 2020**

WHEREAS, Engr. Loreto C. Sanchez, City Environment and Natural Resources Officer I of the City Environment Management Office, this city, shall be out of official station on February 26 & 27, 2020;

WHEREAS, to ensure the continuity and smooth flow of basic services and the paper transactions of the City Environment Management Office, there is a need to designate an Officer-in-Charge thereof in lieu of Engr. Sanchez, 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, hereby designate **ENGR. ARTHUR A. BATOMALAUQUE, Environmental Management Specialist II, as Officer-in-Charge of the City Environment Management Office, for the above-stated period.**

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

1. To answer all official correspondence which needs immediate action and which do not involve the exercise of discretion;
2. To sign Travel Orders, payroll of job order laborers charged to the CEMO initiated programs and projects;
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, DTRs, canvass slips, acceptance of delivered goods and waste material reports, application for leave and monetization of office personnel.

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

Done in the City of San Carlos, Negros Occidental, on this 24th day of February, 2020.


RENATO Y. GUSTILO
City Mayor