

Republic of the Philippines  
Province of Negros Occidental  
San Carlos City

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 85**

**Series of 2020**

\*\*\*\*\*

**DESIGNATING MR. PRUDENCIO A. BAYAWA, JR., FARM  
SUPERINTENDENT II, AS OFFICER-IN-CHARGE OF THE OFFICE OF  
THE CITY AGRICULTURIST, THIS CITY, ON FEBRUARY 27 – 28, 2020**

**WHEREAS**, Engr. Devitt C. Dollosa, City Agriculturist, this city, shall be out of official station on February 27 – 28, 2020;

**WHEREAS**, to ensure the continuity of the basic services and the paper transactions of the Office of the City Agriculturist, there is a need to designate an Officer-in-Charge thereof for the stated 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. PRUDENCIO A. BAYAWA, JR., Farm Superintendent II, as Officer-in-Charge of the Office of the City Agriculturist for the above-stated period.**

As such Officer-in-Charge, Mr. Bayawa 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 job orders, payrolls of regular employees and Job-Order Workers charged to the Office of the City Agriculturist;
3. To sign Purchase Requests, PPMP, APP, Disbursement Vouchers, Obligation Requests, RIS, SAI, Fuel Withdrawal, Travel Orders, Weekly Itinerary of Travels, Pass Slips, DTRs, Clearances, application for leave and monetization of office personnel.

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

Done in the City of San Carlos, Negros Occidental, on this 26<sup>th</sup> day of February, 2020.

  
**RENATO Y. GUSTILO**  
City Mayor