

OFFICE OF THE CITY MAYOR

**EXECUTIVE ORDER NO. 07
Series of 2020**

**DESIGNATING ENGR. FRANCIS C. REQUIERON, ENGINEER IV, AS
OFFICER-IN-CHARGE OF THE DEPARTMENT OF GENERAL SERVICES,
THIS CITY, ON JANUARY 9, 2020**

WHEREAS, Ms. Jueyona M. Cudias, City General Services Officer, this city, shall be out of official station on January 9, 2020;

WHEREAS, in the interest of public service and to ensure the continuity and smooth flow of the basic services and the paper transactions of the Department of General Services, there is a need to designate an Officer-in-Charge thereof for the aforementioned 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 **ENGR. FRANCIS C. REQUIERON, Engineer IV, as Officer-in-Charge of the Department of General Services for the above-stated period.**

As such Officer-in-Charge, Engr. Requieron 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 travel orders, clearances, OR for withdrawal of bonds, inspection and acceptance reports, waste materials reports, application for leave and monetization of office personnel;
3. To sign Purchase Requests and Obligation Requests related to office transactions, inspection reports, daily time records and payroll of regular employees and job order laborers charged under the funds of the Department of General Services;

Matters which are policy-determining that require the discretion of Ms. Cudias should be held in abeyance until her return to office.

Done in the City of San Carlos, Negros Occidental, on this 8th day of January, 2020.

By Authority of the City Mayor

RENATO Y. GUSTILO
City Mayor


WILMER L. YAP
SP Member
OIC – City Mayor's Office