Republic of the Philippines
Province of Negros Occidental
San Carlos City

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 68
Series of 2020
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DESIGNATING MR. RICARDO C. PANUNCIAR, JR., MARKET SUPERVISOR III AS OFFICER-IN-CHARGE OF THE MARKET AND SLAUGHTERHOUSE DEPARTMENT AND THE PUBLIC TRANSPORT TERMINAL DIVISION, THIS CITY ON FEBRUARY 19 - 23, 2020

WHEREAS, Mrs. Leila B. Mansueto, Officer-in-Charge of the Market and Slaughterhouse Department and the Public Transport Terminal Division, this city, shall be out of official station for the period February 19 - 23, 2020;

WHEREAS, to ensure the continuity and smooth flow of basic services and the paper transactions of that department, there is a need to designate an Officer-in-Charge thereof in lieu of Mrs. Mansueto 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. RICARDO C. PANUNCIAR, JR., Market Supervisor III, as Officer-in-Charge of the Market and Slaughterhouse Department and the Public Transport Terminal Division, this city, for the period stated.*

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

1. To answer all official correspondences which need immediate action and which do not involve the exercise of discretion;
2. To sign travel orders, payroll of regular employees and casual laborers charged under the funds of the Market & Slaughterhouse Department and the Public Transport Terminal Division;
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, daily time records, canvass slips, RIS, applications for leave and monetization of office personnel;

Matters that require the discretion of Mrs. Mansueto should be held in abeyance until her return to office.

Done in the City of San Carlos, Negros Occidental, on this 18th day of February, 2020.

RENATO Y. GUSTILO
City Mayor