

## OFFICE OF THE CITY MAYOR

### EXECUTIVE ORDER NO. 37

Series of 2020

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**DESIGNATING MARIA TERESA T. DESPABELADERO, HUMAN RESOURCE  
MANAGEMENT OFFICER III, AS OFFICER-IN-CHARGE OF THE OFFICE OF  
THE HUMAN RESOURCE MANAGEMENT FOR THE PERIOD  
JANUARY 28, 2020 TO FEBRUARY 6, 2020**

*WHEREAS*, Atty. Ma. Chat Delima-Cordero, City Government Department Head I, Office for Human Resource Management and Acting City Administrator on concurrent capacity shall be out of official station for the period January 28, 2020 to February 6, 2020;

*WHEREAS*, to ensure the continuity and smooth flow of basic services and the paper transactions of the OHRM, there is a need to designate an Officer-in-Charge thereof for the above-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 **MS. MARIA TERESA T. DESPABELADERO, HRMO III, as Officer-in-Charge of the Office of the Human Resource Management, this city, for the above stated period.**

As such Office-in-Charge, Ms. Despabeladero is authorized to perform the hereunder functions:

1. To answer all official correspondence 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 OHRM;
3. To sign job order of laborers who under the supervision of the said department;
4. To sign APP's, PPMP's, Purchase Requests and Obligation Requests related to its transactions and DTR's of personnel in the office for Human Resource Management;
5. To sign certificate of employment of the requesting plantilla personnel within the jurisdiction and authority of the OHRM;
6. To take final action on employees' vacation, sick, special and other leave applications except the following:
  - a. Application for leaves of all City Government Department Heads;
  - b. Communication/Monetization of leave credits;
  - c. Maternity and Terminal leaves;
  - d. Application for leaves (vacation and/or sick) for more than thirty (30) days;
  - e. Special Leave on Magna Carta for Women for more than one (1) month.

Matters that require the discretion of Atty. Delima-Cordero should be held in abeyance until her return to office.

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

  
**RENATO Y. GUSTILO**  
City Mayor