

Republic of the Philippines
Provincial of Negros Occidental
City of San Carlos

CITY ADMINISTRATOR'S OFFICE

January 17, 2020

OFFICE ORDER No. 01

Series of 2020

TO: ROMMEL B. DELA VICTORIA

Information Systems Analyst III

ITCSO, This Office

Engr. Joseph A. Binghay, Information Technology Officer II, Information Technology and Computer Services Office, City Administrator's Office, this city shall be out of official station on official business on January 20-24, 2020.

To ensure the continuity and smooth flow of the office operations and paper transactions of this office, you are hereby assigned to perform the following functions of the office, aside from your usual and regular functions:

1. To *scrutinize/check and Sign all* Requests for Review of re computer-related Purchase Requests of different offices.
2. To route preventive maintenance requests to appropriate person in charge.
3. To sign payrolls of job order laborers charged to the ITCSO.
4. To sign leave applications of employees in ITCSO.
5. To ensure smooth operations on application system deployed; and
6. To sign all pass slips filed by the office staff.

Matters that need the discretion of Engr. Binghay should be held in abeyance until his return to office.

For compliance.


ATTY. CHACH H. DELIMA-CORDERO
Acting City Administrator

Noted by: 