

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 48

Series of 2020

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**REVOKING THE DESIGNATION OF MS. ELSIE MAY C. ALVAREZ AS
OFFICER-IN-CHARGE OF THE OFFICE OF THE HUMAN RESOURCE
MANAGEMENT ON FEBRUARY 5 - 7, 2020 AND DESIGNATING
MS. LUZVISMINDA V. PORQUEZ AS OIC THEREOF FOR THE SAID
PERIOD**

WHEREAS, thru Executive Order No. 46, series of 2020, Ms. Elsie May C. Alvarez was designated as Officer-in-Charge of the Office of the Human Resource Management for the period February 5 – 7, 2020;

WHEREAS, Ms. Alvarez shall be out of official station on the aforementioned period;

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 on the aforementioned 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 MS. LUZVISMINDA V. PORQUEZ, Records Officer II, as Officer-in-Charge of the Office of the Human Management for the period February 5 – 7, 2020.*

As Officer-in-Charge, Ms. Porquez 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 are 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 of the 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. Commutation/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 5th day of February, 2020.


RENATO Y. GUSTILO
City Mayor