

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 52

Series of 2020

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**DESIGNATING MS. FELINA V. BONTIA, DEVELOPMENT
MANAGEMENT OFFICER III, AS OFFICER-IN-CHARGE OF THE
OFFICE OF THE CITY ADMINISTRATOR ON
FEBRUARY 7, 2020**

WHEREAS, Atty. Ma. Chat Delima-Cordero, Acting City Administrator, this city, shall be out of official station on February 7, 2020;


WHEREAS, to ensure the continuity of the basic services and the paper transactions of the Office of the City Administrator, there is a need for an Officer-in-Charge thereof for the stated period;

NOW, THEREFORE, I, RENATO Y. GUSTILO, by virtue of the powers vested in me by law as City Mayor of San Carlos City, Negros Occidental, do hereby *designate MS. FELINA V. BONTIA, Development Management Officer III, to act as Officer-in-Charge of the Office of the City Administrator on February 7, 2020, in addition to her usual duties and responsibilities.*

As such Officer-in-Charge, Ms. Bontia is authorized to perform the following functions:

- 1.) To sign and approve payrolls, vouchers and obligation requests which are intended as payments of:
 - a.) salaries, wages and allowances
 - b.) travel expenses
 - c.) monetization of leave credits
 - d.) withdrawal of bidders and performance bonds
 - e.) refund of medicines used by patients under PhilHealth.
- 2.) To initial communications, Purchase Orders, Program of Works, endorsements, permits & certifications issued by the City Mayor,
- 3.) To sign certifications as delegated to the City Administrator by the City Mayor, such as certifications (Mayor's Clearance), CMO/CAO fuel withdrawal slips, fuel consumption reports, CAO OORs and PRs, vehicle trip tickets, application for leave of CMO/CAO employees, passlips, job orders and DTRs and all other routinary paper transactions and documents which need immediate action and which do not involve the exercise of discretion.

Done in the City of San Carlos, Negros Occidental, on this 6th day of February, 2020.


RENATO Y. GUSTILO
City Mayor