

## OFFICE OF THE CITY MAYOR

### EXECUTIVE ORDER NO. 04

Series of 2020

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**DESIGNATING ROMEO R. SAAVEDRA, ADMINISTRATIVE OFFICER II,  
AS OFFICER-IN-CHARGE OF THE CITY LEGAL OFFICE, THIS CITY, ON  
JANUARY 3, 2020**

*WHEREAS*, Atty. Peter Z. Parco, City Legal Officer, this city, shall be out of official station on January 3, 2020;

*WHEREAS*, in the interest of public service and to ensure the continuity and smooth flow of the basic services and the paper transactions of the City Legal Office, there is a need to designate an Officer-in-Charge thereof for the aforementioned 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 **MR. ROMEO R. SAAVEDRA, Administrative Officer II, as Officer-in-Charge of the City Legal Office for the above-stated period.**

As such Officer-in-Charge, Mr. Saavedra is authorized to perform the hereunder functions in addition to his usual duties and responsibilities:

1. To answer all official correspondences which need immediate action and which do not involve the exercise of discretion;
2. To sign travel request, payroll of regular employees and casual laborers charged under the funds of the City Legal Office;
3. To sign job order laborers who are under the supervision of said office;
4. To sign APPs, PPMPs, purchase requests and Obligation Requests related to its office transactions, inspection reports, daily time records, canvass slips, acceptance of delivered goods, waste materials reports, application for leave and monetization of office personnel.

Matters which are policy-determining that require the discretion of Atty. Parco should be held in abeyance until his return to office.

Done in the City of San Carlos, Negros Occidental, on this 3<sup>rd</sup> day of January, 2020.



**RENATO Y. GUSTILO**  
City Mayor