

Republic of the Philippines
Province of Negros Occidental
San Carlos City

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 43

Series of 2020

**DESIGNATING MR. RONNIE L. CABANILLAS, RECORDS OFFICER IV, AS
OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY ASSESSOR, THIS CITY,
ON FEBRUARY 4 – 7, 2020**

WHEREAS, Mr. James R. Silva, Taxmapper IV and Officer-in-Charge of the Office of the City Assessor, this city, shall still be out of official station on February 4 – 7, 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 Office of the City Assessor, there is a need to designate an Officer-in-Charge thereof in lieu of Mr. Silva 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. RONNIE L. CABANILLAS, RECORDS OFFICER IV, as Officer-in-Charge of the Office of the City Assessor for the above-stated period.**

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

1. To sign and approve Tax Declarations, DRPV, NATB, Certifications and other Assessment Records requested by taxpayers and other offices;
2. To sign and approve payrolls, vouchers and OBRs of that Office, that are intended for the payment of salaries & wages, allowances, overtimes fees, travelling/training, monetization of leave credits and other office expenses;
3. To answer all official communications which need immediate action and which do not involve the discretion of Mr. Blanco;
4. To sign and approve all Daily Time Records (DTRs), Application for Leave, Monetization of Leave Credits, Certificate of Appearances, Assignment Orders, Job Orders RIS, Purchase Request, Memorandum Receipts, Program of Works, Inspection and Acceptance of Purchases, Property Return Slips, Annual Supplies and Equipment Procurement Plan, Project Procurement Management Plan (PPMP) Fuel Consumption Report, Fuel Withdrawal Slip, Trip Tickets, etc.;
5. To attend meetings and other related conferences to be called by the City Mayor, City Vice Mayor, City Administrator and other Offices
6. To sign and approve Transfer of Ownership of real properties with Market and Assessed Value the same as to previous assessment
7. To do other related functions as the need arises;

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

Done in the City of San Carlos, Negros Occidental, on this 3rd day of February, 2020.

