

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 61

Series of 2020

**DESIGNATING DR. RENAN E. SANCHEZ, CHIEF OF CLINICS, CITY
HOSPITAL, THIS CITY AS OFFICER-IN-CHARGE OF THE CITY
HOSPITAL ON FEBRUARY 14, 2020**

WHEREAS, Dr. Archilles A. Ponferrada, City Government Department Head I, City Hospital, this city, shall be out of official station on February 14, 2020;

WHEREAS, to ensure the continuity of the basic services and the paper transactions of the City Hospital, this city, there is a need to designate an Officer-in-Charge thereof for the stated 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 **DR. RENAN E. SANCHEZ**, as *Officer-in-Charge of the City Hospital for the stated period only*.

As such, Dr. Sanchez is authorized to perform the following ordinary functions:

1. To answer all official communications which need immediate action and which do not involve the discretion of Dr. Ponferrada;
2. To approve applications for leave and leave monetization, step increments, all disbursement vouchers, assignment orders, job orders, obligation requests, canvass slips, bidding and performance documents, inspection and acceptance of purchases, utilization reports, property return slip, only on the Dept. Head's signatory space;
3. To sign application for hospitalization assistance of indigents;
4. To perform his/her usual functions as Medical Specialist II/Chief of Clinics;
5. To do other related functions as the need arises

Done in the City of San Carlos, Negros Occidental, on this 12th day of February, 2020.

By Authority of the City Mayor

RENATO Y. GUSTILO
City Mayor



CHRISTOPHER PAUL S. CARMONA
Vice Mayor
OIC – City Mayor's Office