

Republic of the Philippines
Province of Negros Occidental
San Carlos City

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 87

Series of 2020

*****/

**DESIGNATING MR. JOSEPH A. BINGHAY, INFORMATION
TECHNOLOGY OFFICER II, AS OFFICER-IN-CHARGE OF THE CITY
ADMINISTRATOR'S OFFICE, ON
FEBRUARY 27 – 28, 2020**

WHEREAS, Atty. Ma. Chat Delima-Cordero, Acting City Administrator, this city, shall be designated as Officer-in-Charge of the Office of the City Mayor on February 27 – 28, 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 MR. JOSEPH A. BINGHAY, Information Technology Officer II to act as Officer-in-Charge of the City Administrator's Office for the stated period only, in addition to his usual duties and responsibilities.*


As such, Mr. Binghay is authorized to perform the following ordinary functions:

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.
- f) to sign other documents which need immediate action and which do not involve the exercise of discretion.

Matters which need Atty. Cordero's discretion should be held in abeyance until she assumes office at the City Administrator's Office.

Done in the City of San Carlos, Negros Occidental, on this 26th day of February, 2020.


RENATO Y. GUSTILO
City Mayor