

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 60

Series of 2020

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**DESIGNATING MR. REYNALDO NILO B. CHAN, REGISTRATION
OFFICER IV, AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY
CIVIL REGISTRAR ON FEBRUARY 13, 2020**

WHEREAS, Mr. Rodrigo S. Estrellanes, City Civil Registrar, this city, shall be out of official station on February 13, 2020;

WHEREAS, to ensure the continuity and smooth flow of basic services and the paper transactions of the City Civil Registrar's Office, there is a need to designate as Officer-In-Charge thereof in lieu of Mr. Estrellanes on the above mentioned date;

NOW, THEREFORE, I, RENATO Y. GUSTILO, by virtue of the powers vested in me as City Mayor of San Carlos City, Negros Occidental, *do hereby designate MR. REYNALDO NILO B. CHAN, REGISTRATION OFFICER IV, as Officer -in-Charge of the Office of the City Civil Registrar for the stated period.*

As Officer-in-Charge, Mr. Chan is authorized to perform the following ordinary functions:

1. To answer all official correspondence which need immediate action and which do not involve the exercise of discretion;
2. To recommend Travel Orders and sign payroll of regular employees;
3. To sign obligation requests related to its office transactions, daily time records, application for leave and monetization of office personnel.

Matters that require the discretion of Mr. Estrellanes should be held in abeyance until his return to office.

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 PUAL S. CARMONA

Vice Mayor

OIC – City Mayor's Office