

Republic of the Philippines  
Province of Negros Occidental  
San Carlos City

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 21**

**Series of 2020**

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**DESIGNATING SP MEMBER WILMER L. YAP, AS OFFICER-IN-CHARGE  
OF THE OFFICE OF THE CITY MAYOR FOR THE PERIOD  
JANUARY 20 - 21, 2020**

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***WHEREAS***, the undersigned shall be out of official station on **January 20 - 21, 2020;**


***WHEREAS***, there is a need for an Officer-In-Charge of the Office of the City Mayor to ensure that government services shall not be hindered nor interrupted during said period;

***WHEREFORE***, I, **RENATO Y. GUSTILO**, by virtue of the powers vested in me as City Mayor of San Carlos City, Negros Occidental, hereby designate ***SP Member WILMER L. YAP as Officer-In-Charge of this Office on January 20 - 21, 2020.***

As such, SP Member Yap is authorized to perform the following functions during the period of such designation:

1. To answer all official communications which need immediate action and which do not involve my discretion;
2. To approve and sign travel orders, applications for leave and leave monetization, step increments, all disbursement vouchers, assignment orders, job orders, lease contracts of the public market; business permits and all other permits, purchase requests and purchase orders, memorandum receipts, water services and construction orders, program of works for special projects other than infrastructure and construction projects, ObRs, canvass slips, bidding and performance documents, inspection and acceptance of purchases, utilization reports, property return slips, notices to bidders and annual supplies/equipment procurement plans;
3. To approve and sign applications for hospitalization assistance of indigents.
4. To do other related functions as the need arises.

Done in the City of San Carlos, Negros Occidental, on this 17<sup>th</sup> day of January, 2020.

  
**RENATO Y. GUSTILO**  
City Mayor