

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 622

Series of 2019

DESIGNATING ENGR. REXTER E. NEMENZO, ENGINEER IV, AS OFFICER-IN-CHARGE OF THE CITY ENGINEERING DEPARTMENT, ON DECEMBER 27, 2019 (PM ONLY)

WHEREAS, Engr. Franuel . Luranas, City Engineer, City Engineering Department, this city, shall be out of official Station on December 27, 2019 (PM Only);

WHEREAS, to ensure the continuity and smooth flow of basic services and the paper transactions of the City Engineering Department, there is a need to designate an Officer-in-Charge thereof in lieu of Engr. Luranas, 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, hereby designate **ENGR. REXTER E. NEMENZO, Engineer IV, as Officer-in-Charge of the City Engineering Department, for the above-stated period.**

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

1. To answer all official correspondence which needs immediate action and which do not involve the exercise of discretion;
2. To sign Travel Orders, payroll of regular employees and casual laborers charged under the funds of the City Engineering Department;
3. To sign job order of laborers who are under the supervision of said department;
4. To sign APPs, PPMPs, purchase request and obligation request related to the office transactions, inspection reports, daily time record, canvass slips, acceptance of delivered goods and waste material reports, application for leave and monetization of office personnel.

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

Done in the City of San Carlos, Negros Occidental, on this 27th day of December, 2019.

RENATO Y. GUSTILO
City Mayor