

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 54

Series of 2020

**DESIGNATING MARIEL M. AVENIR, PROJECT DEVELOPMENT
OFFICER IV AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY
PLANNING & DEVELOPMENT COORDINATOR FOR THE PERIOD
FEBRUARY 11 - 13, 2020**

WHEREAS, Engr. Magnolia B. Antonio, City Government Department Head I (City Planning and Development Coordinator I) of the City Planning and Development Coordinator's Office shall be out of official station for the period February 11 - 13, 2020;

WHEREAS, to ensure the continuity and smooth flow of basic services and the paper transactions of the City Planning and Development Coordinator's Office, there is a need to designate an Officer-in-Charge thereof in lieu of Engr. Antonio 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 **MS. MARIEL M. AVENIR, Project Development Office IV, as Officer-in-Charge of the City Planning and Development Coordinator's Office for the above-stated period.**

As such Officer-in-Charge, Ms. Avenir is authorized to perform the hereunder functions in addition to her 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 job order workers charged to the City Planning & Development Coordinator's Office;
3. To sign Obligation Requests related to its office transactions, inspection reports, daily time records, canvass slips, purchase requests, acceptance of delivered goods, waste material reports, application for leave and monetization of office personnel.

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

Done in the City of San Carlos, Negros Occidental, on this 7th day of February, 2020.



RENATO Y. GUSTILO
City Mayor