

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 40

Series of 2020

**DESIGNATING ROUEL S. Riantoco, RN, Local DRRM Officer I, AS
OFFICER-IN-CHARGE OF THE CITY DISASTER RISK REDUCTION AND
MANAGEMENT OFFICE, THIS CITY, ON JANUARY 29 – 31, 2020**

WHEREAS, Mr. Joe Recalex C. Alingasa, Jr., Local DRRM Officer IV, this city, shall be out of official station on January 29 – 31, 2020;

WHEREAS, in the interest of public service and to ensure the continuity and smooth flow of the basic services and the paper transactions of the City Disaster Risk Reduction and Management Office, there is a need to designate an Officer-in-Charge thereof for the aforementioned period;


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 **MR. ROUEL S. Riantoco, RN, Local DRRM Officer I, as Officer-in-Charge of the City Disaster Risk Reduction and Management Office for the above-stated period.**

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

1. To answer all official correspondences which need immediate action and which do not involve the exercise of discretion;
2. To sign travel request, payroll of regular employees and casual laborers charged under the funds of the City Disaster Risk Reduction and Management Office;
3. To sign job order laborers who are under the supervision of said office;
4. To sign APPs, PPMPs, purchase requests and Obligation Requests related to its office transactions, inspection reports, daily time records, canvass slips, acceptance of delivered goods, waste materials reports, application for leave and monetization of office personnel.

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

Done in the City of San Carlos, Negros Occidental, on this 29th day of January, 2020.


RENATO Y. GUSTILO
City Mayor