

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 31

Series of 2020

**DESIGNATING MA. ELAINE P. ROSOS, BUDGET OFFICER IV, AS
OFFICER-IN-CHARGE OF THE CITY BUDGET OFFICE, THIS CITY, ON
JANUARY 24, 2020**

WHEREAS, Ms. Sandra Luz B. Briones, City Budget Officer, this city, shall be out of official station on January 24, 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 Budget 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 **MS. MA. ELAINE P. ROSOS, Budget Officer IV, as Officer-in-Charge of the City Budget and Management Office for the above-stated period.**

As such Officer-in-Charge, Ms. Rosos is authorized to perform the hereunder functions in addition to her usual duties and responsibilities:

1. To certify and approve Obligation Requests of the office;
2. To see to it that the control of all allotment requests presented to the CBO are properly effected;
3. To attend meeting and conference to be called by the City Mayor and /or City Administrator; and
4. To do other related functions as required by the City Mayor or his Officer-In-Charge, City Mayor's Office.

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

Done in the City of San Carlos, Negros Occidental, on this 22nd day of January, 2020.


RENATO Y. GUSTILO
City Mayor