

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 08**

**Series of 2020**

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**DESIGNATING DR. JEFF B. REONAL, VETERINARIAN IV, AS OFFICER-  
IN-CHARGE OF THE OFFICE OF THE CITY AGRICULTURIST, THIS  
CITY, ON JANUARY 10, 2020**

**WHEREAS**, Engr. Devitt C. Dollsa, City Agriculturist, this city, shall be out of official station on January 10, 2020;

**WHEREAS**, to ensure the continuity of the basic services and the paper transactions of the Office of the City Agriculturist, there is a need to designate an Officer-in-Charge thereof for the stated 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 **DR. JEFF B. REONAL, Veterinarian IV, as Officer-in-Charge of the Office of the City Agriculturist for the above-stated period.**

As such Officer-in-Charge, Dr. Reonal 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 job orders, payrolls of regular employees and Job-Order Workers charged to the Office of the City Agriculturist;
3. To sign Purchase Requests, PPMP, APP, Disbursement Vouchers, Obligation Requests, RIS, SAI, Fuel Withdrawal, Travel Orders, Weekly Itinerary of Travels, Pass Slips, DTRs, Clearances, application for leave and monetization of office personnel.

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

Done in the City of San Carlos, Negros Occidental, on this 8<sup>th</sup> day of January, 2020.

  
**RENATO Y. GUSTILO**  
City Mayor