

Republic of the Philippines
Province of Negros Occidental
San Carlos City

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 02

Series of 2020

**DESIGNATING DR. JESSA M. TIAPON, MEDICAL OFFICER III, AS
OFFICER-IN-CHARGE OF THE CITY HEALTH OFFICE, THIS CITY, ON
JANUARY 2 – 3, 2020**

WHEREAS, Dr. Arniel Laurence Q. Portuguese, City Health Officer, this city, shall be out of official station on January 2 – 3, 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 Health 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 ***DR. JESSA M. TIAPON, Medical Officer III, as Officer-in-Charge of the City Health Office for the above-stated period.***

As such Officer-in-Charge, Dr. Tiapon is authorized to perform the hereunder functions in addition to her 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 orders, sanitary permits, health cards, certifications, payment vouchers, payrolls of regular and casual employees, Requisition Issue Slips (RIS), Purchase Requests, Obligation Requests, etc.;
3. To sign Assignment Orders of job-order casuals whose charges are against the funds of the office; and
4. To sign APPs, PPMPs related to the office transactions, inspection reports, daily time records, canvass slips, acceptance of delivered goods, waste materials reports, application and monetization for leave of office personnel, after all are duly screened and checked.

Matters requiring the discretion of Dr. Portuguese should be held in abeyance until his return to office.

Done in the City of San Carlos, Negros Occidental, on this 2nd day of January, 2020.


RENATO Y. GUSTILO
City Mayor