

**OFFICE OF THE CITY MAYOR**

**EXECUTIVE ORDER NO. 53**

**Series of 2020**

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**DESIGNATING MA. ELAINE P. ROSOS, BUDGET OFFICER IV, AS  
OFFICER-IN-CHARGE OF THE CITY BUDGET OFFICE, THIS CITY, ON  
FEBRUARY 11 - 12, 2020**

***WHEREAS***, Ms. Sandra Luz B. Briones, City Budget Officer, this city, shall be out of official station on February 11 - 12, 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 7<sup>th</sup> day of February, 2020.

  
**RENATO Y. GUSTILO**  
City Mayor