

Republic of the Philippines
Province of Negros Occidental
San Carlos City

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 22

Series of 2020

**DESIGNATING MR. ELMER A. ARTILLAGA, ADMINISTRATIVE
OFFICER III, AS OFFICER-IN-CHARGE OF THE CITY SOCIAL
WELFARE AND DEVELOPMENT OFFICE, THIS CITY, ON
JANUARY 20, 2020**

WHEREAS, Ms. Cynthia A. Mirande, City Social Welfare and Development Officer, this city, shall be out of official station on January 20, 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 Social Welfare and Development 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. ELMER A. ARTILLAGA, Administrative Officer III, as Officer-in-Charge of the City Social Welfare and Development Office for the above-stated period.*

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


1. To answer official correspondence which need immediate action that do not involve exercise of discretion;
2. To sign payrolls, voucher, job orders, PR's and application for leave of CSWD personnel.

Matters which are policy-determining in nature should be held in abeyance until the return of Mrs. Mirande to office.

Done in the City of San Carlos, Negros Occidental, on this 20th day of January, 2020.

By Authority of the City Mayor

RENATO Y. GUSTILO
City Mayor


WILMER L. YAP
SP Member
OIC-City Mayor's Office