

Republic of the Philippines
Province of Negros Occidental
San Carlos City

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 66

Series of 2020

**DESIGNATING DR. RENAN E. SANCHEZ, CHIEF OF CLINICS, CITY
HOSPITAL, THIS CITY AS OFFICER-IN-CHARGE OF THE CITY
HOSPITAL ON FEBRUARY 18 & 24, 2020**

WHEREAS, Dr. Archilles A. Ponferrada, City Government Department Head I, City Hospital, this city, shall be out of official station on February 18 & 24, 2020;


WHEREAS, to ensure the continuity of the basic services and the paper transactions of the City Hospital, this city, 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. RENAN E. SANCHEZ**, as *Officer-in-Charge of the City Hospital for the stated period only*.

As such, Dr. Sanchez is authorized to perform the following ordinary functions:

1. To answer all official communications which need immediate action and which do not involve the discretion of Dr. Ponferrada;
2. To approve applications for leave and leave monetization, step increments, all disbursement vouchers, assignment orders, job orders, obligation requests, canvass slips, bidding and performance documents; inspection and acceptance of purchases, utilization reports, property return slip, only on the Dept. Head's signatory space;
3. To sign application for hospitalization assistance of indigents;
4. To perform his/her usual functions as Medical Specialist II/Chief of Clinics;
5. To do other related functions as the need arises

Done in the City of San Carlos, Negros Occidental, on this 17th day of February, 2020.


RENATO Y. GUSTILO
City Mayor