

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 03

Series of 2020

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DESIGNATING MERLINA D. VILLARUEL, INFORMATION TECHNOLOGY OFFICER II, AS OFFICER-IN-CHARGE OF THE OFFICE OF THE CITY ACCOUNTANT, THIS CITY, ON JANUARY 3, 2020

WHEREAS, Jose Venfort L. Legaria, City Accountant, this city, shall be out of official station on January 3, 2020;

WHEREAS, to ensure the continuity of the basic services and the paper transactions of that office, 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 by law as City Mayor of San Carlos City, Negros Occidental, do hereby *designate MERLINA D. VILLARUEL, Information Technology Officer II, as Officer-in-Charge of the Office of the City Accountant, this city, on January 3, 2020, in addition to her usual duties and responsibilities.*

As such, Ms. Villaruel is authorized to perform the following ordinary functions:

1. To answer all official correspondences which need immediate action and which do not involve the exercise of discretion;
2. To sign payrolls and vouchers, except those that are payable to suppliers.
3. To sign accountant's advice.

Matters that require the discretion of Mr. Legaria should be held in abeyance until his return to office.

Done in the City of San Carlos, Negros Occidental, on this 3rd day of January, 2020.


RENATO Y. GUSTILO
City Mayor