

Republic of the Philippines
Province of Negros Occidental
San Carlos City

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 46

Series of 2020

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**REVOKING THE DESIGNATION OF MARIA TERESA T.
DESPABELADERO AS OFFICER-IN-CHARGE OF THE OFFICE OF THE
HUMAN RESOURCE MANAGEMENT ON FEBRUARY 5 & 6, 2020 AND
DESIGNATING MS. ELSIE MAY C. ALVAREZ AS OIC THEREOF FOR
THE PERIOD FEBRUARY 5 - 7, 2020**

WHEREAS, thru Executive Order No. 37, series of 2020, Ms. Maria Teresa T. Despabeladero was designated as Officer-in-Charge of the Office of the Human Resource Management for the period January 28 until February 6, 2020;

WHEREAS, Ms. Despabeladero shall be out of official station on February 5 – 6, 2020, while Atty. Chat D. Cordero, CGDH I shall still be out of official station on February 7, 2020;

WHEREAS, to ensure the continuity and smooth flow of basic services and the paper transactions of the OHRM there is a need to designate an Officer-in-Charge thereof on the aforementioned date;

NOW, THEREFORE, I, RENATO Y. GUSTILO, by virtue of the powers vested in me as City Mayor of San Carlos City, Negros Occidental, do hereby *designate MS. ELSIE MAY C. ALVAREZ, HRMO II, as Officer-in-Charge of the Office of the Human Management for the period February 5 – 7, 2020.*

As Officer-in-Charge, Ms. Alvarez is authorized to perform the hereunder functions:

1. To answer all official correspondence which need immediate action and which do not involve the exercise of discretion;
2. To sign travel orders, payroll of regular employees and casual laborers charged under the funds of OHRM;
3. To sign job order of laborers who are under the supervision of the said department;
4. To sign APP's, PPMP's Purchase Requests and Obligation Requests related to its transactions and DTR's of personnel in the Office of the Human Resource Management;
5. To sign certificate of employment of the requesting plantilla personnel within the jurisdiction and authority of the OHRM;
6. To take final action on employees' vacation, sick, special and other leave applications except the following:
 - a. Application for leaves of all City Government Department Heads;
 - b. Commutation/Monetization of leave credits;
 - c. Maternity and Terminal leaves;
 - d. Application for leaves (vacation and/or sick) for more than thirty (30) days;
 - e. Special Leave on Magna Carta for Women for more than one (1) month.

Matters that require the discretion of Atty. Delima-Cordero should be held in abeyance until her return to office.

Done in the City of San Carlos, Negros Occidental, on this 4th day of February, 2020.