



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
Quezon City
SNFHS Comp., Misamis St., Bago Bantay, Quezon City



July 09, 2010

DIVISION MEMORANDUM
No. 323 s. 2010

TO : Assistant Schools Division Superintendents
Division and District Supervisors
Administrative Officers
Elementary and Secondary School Principals
All Concerned

Attached herewith are copies of the **Office Order Nos. 10, 11, 12, 13, 14, 15, 16, 17 and 18 series of 2010** from the Office of the City Mayor, **HONORABLE HERBERT M. BAUTISTA**, MPA, MNSA re: **Designations and Assignments of Officers to different City Offices**, contents of which are stated therein, for the information and guidance of all concerned.

Immediate and wide dissemination of this Memorandum is desired.

ROWENA A. CACANINDIN
Asst. Schools Division Superintendent
Officer In-Charge

Admin/©jennyching



Republic of the Philippines
Quezon City

OFFICE OF THE MAYOR

Herbert M. Bautista mpa mnsa

3/F, High Rise Building, Quezon City Hall
Elliptical Road, Quezon City
Tel. No. 444-7272 / 924-3592 / 921-6750 (F)
website: www.quezoncity.gov.ph



JUL 08 2010

BY:

OFFICE ORDER NO. 10
Series of 2010

In the interest of the service and in relation to Office Order No 1, dated 01 July 2010, the following personnel is hereby detailed to the **Office of the Vice Mayor**:

<u>Name</u>	<u>Position</u>	<u>Mother Unit</u>
ERLINDA M. ORAYANI	Administrative Officer IV	Radio Communication Service
JACQUELINE S. LLAMES	Administrative Officer I	Administrative Management Office

The directive supersedes all previous Orders inconsistent herewith and shall take effect immediately until revoked in writing by the undersigned.

Issued, 02 July 2010



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Herbert M. Bautista mpa mnsa

Office Order No. 11
Series of 2010

QUEZON CITY
JUL 08 2010
BY: *[Signature]*
RECEIVED SECTION

Pursuant to Executive Order No. 1, series of 2010 dated 02 July 2010, **ALDRIN C. CUÑA, MNSA**, City Government Department Head III, is hereby designated as **Chief of Staff (CS), Office of the Mayor**.

MR CUÑA shall discharge the functions, duties and responsibilities enumerated under Executive Order No. 1, series of 2010 and shall directly report to the Mayor, for appropriate action and instructions, all matters and concerns in relation to the operation and management of the Office of the Mayor, the Executive Department, its offices and operating units, including implementation of the instructions, guidance and directives of the Mayor.

This Order shall take effect immediately and shall remain in full force and effect unless revoked or rescinded by the undersigned in writing.

Issued this Second (2ND) day of July in the year Two Thousand and Ten.

[Signature]



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Herbert M. Bautista mpa mnsa

QUEZON CITY
JUL 08 2010

OFFICE ORDER NO. 12
Series of 2010

BY *[Signature]*
OFFICE OF THE MAYOR

In the interest and exigency of service, the following personnel are hereby reassigned to Novaliches District Center effective 01 July 2010:

NAME	MOTHER UNIT
ALINE C. PECSON	MDAD
MARGIE S. GUTIERREZ	MDAD
NOEL B. DELA CRUZ	MDAD
RICHARD B. BALUCA	MDAD
DELFIN B. APO	MDAD
MARNELLI G. DELA CRUZ	PESO
JENNY A. BASAS	EPWMD
LEONILA L. LUAD	EPWMD
EDELFREDO L. EDUARDO	Dept of Engineering
REYNALDO P. GALANG	Dept of Engineering
ABIGAIL F. PEREZ	Dept of Engineering
ARNEL U. PAISTE	Dept of Engineering
RICHARD A. DEPALCO	Dept of Engineering

The said personnel shall continue to draw their salaries and benefits from their mother units.

Issued, 02 July 2010, Quezon City

[Signature]



Republic of the Philippines
Quezon City

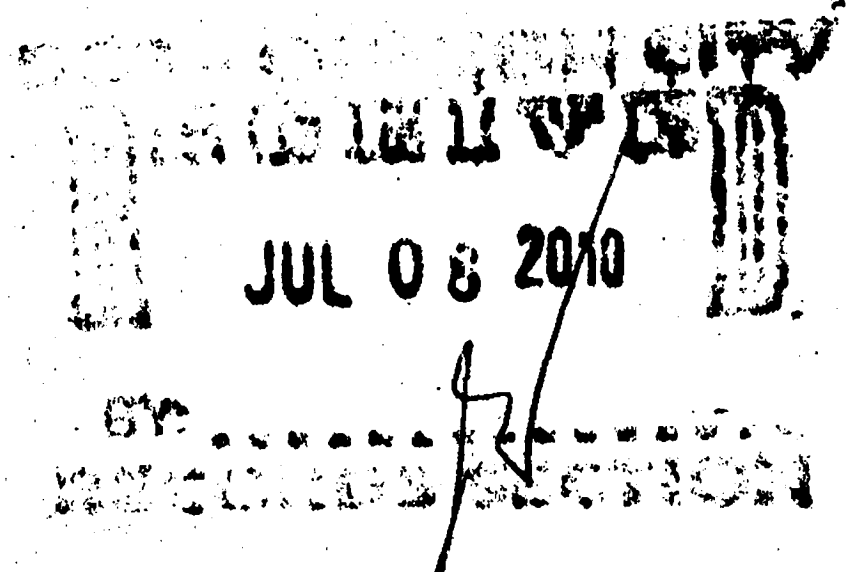
OFFICE OF THE MAYOR

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website: www.quezoncity.gov.ph



Herbert M Bautista mpa mnsa

Office Order No. 13
Series of 2010

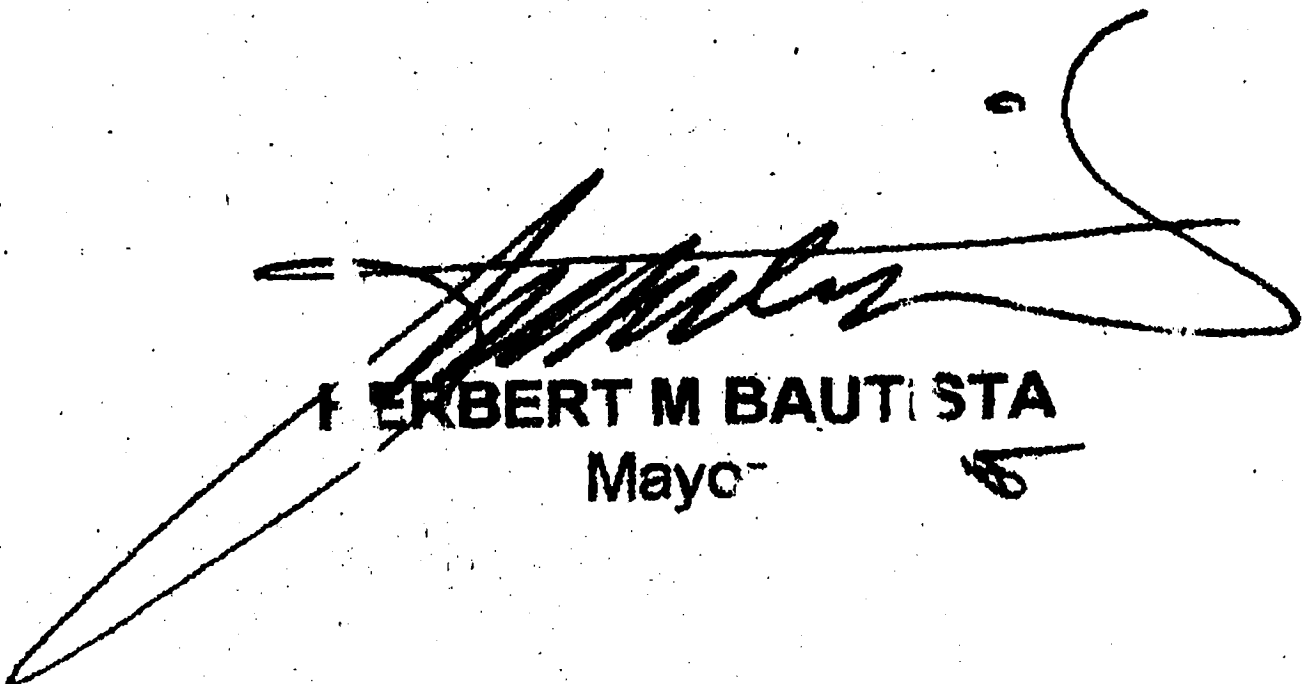


In the interest of the service **GEN ELMO DG SAN DIEGO (Ret)**, City Government Department Head III, is hereby designated as Head, Department of Public Order and Safety (DPOS).

GEN SAN DIEGO shall discharge the functions, duties and responsibilities appurtenant to that office.

This Order shall take effect immediately and shall remain in full force and effect unless revoked or rescinded by the undersigned in writing.

Issued this Fifth (5TH) day of July in the year Two Thousand and Ten.


HERBERT M BAUTISTA
Mayor



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Herbert M. Bautista mpa mnsa

OFFICE ORDER NO. 14
Series of 2010

JUL 05 2010

BY: *[Signature]*
SECTION: *[Signature]*

In the interest of the service and in the absence of Mr. Edgar T. Villanueva, OIC-City Treasurer, Mr. Daniel Rarela, Head-Cash Division whose signature appears below is hereby authorized to sign financial documents such as Disbursement Vouchers (Funds Availability) amounting to One Million Pesos and above, Certification of Obligation and Checks amounting to One Hundred Thousand Pesos and Below.

MR. DANIEL RARELA
Head, Cash Division

[Signature]

This Order takes effect immediately. Please be informed that the authority granted to the aforementioned official is in conformity with the provision of the law.

Done this 5th day of July, 2010, Quezon City, Philippines.

[Signature]
HON. HERBERT M. BAUTISTA, MPA, MNSA
City Mayor

10-1007-1

407



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Herbert M Bautista mpa mnsa

JUL 08 2010

OFFICE ORDER NO. 15
Series of 2010

In the interest of the service, the following is hereby designated as
Assistant City Administrators:

1. MR MANUEL N SABALZA

**Assistant City Administrator
For Operations
(Concurrent capacity as
President/General Manager,
Housing and Urban Renewal
Authority)**

2. MR PACIFICO F MAGHACOT, JR

**Assistant City Administrator For
General Affairs
(Concurrent Officer in Charge,
Business Permits and Licensing
Office)**

This Order shall take effect immediately.

Issued, 05 July 2010, Quezon City.


HERBERT M BAUTISTA



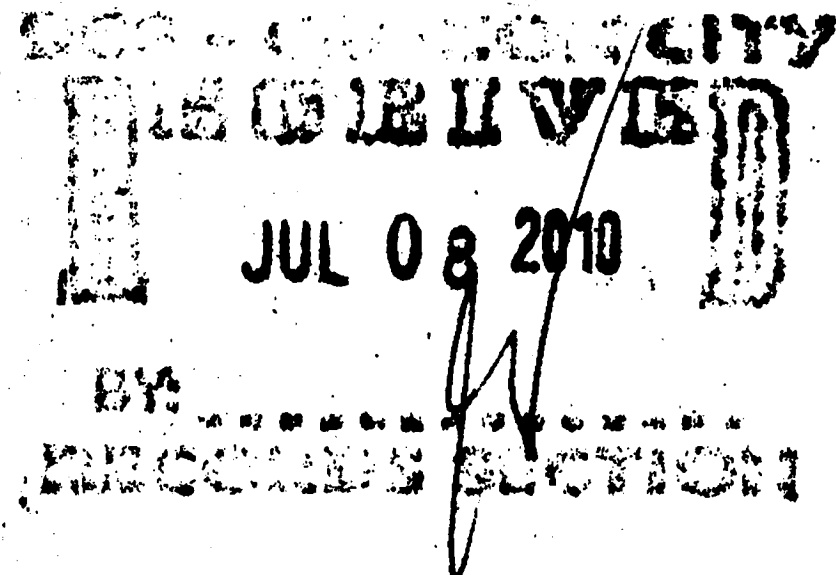
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Herbert M. Bautista mpa mnsa



OFFICE ORDER NO. 16
Series of 2010

In the interest of the service, the following personnel are hereby reassigned to Administrative Management Office:

<u>Name</u>	<u>Mother Unit</u>
1. MS. CORAZON S. DELA ROSA	CTAO
2. MS. MARIA THERESA F. ALANO	CTAO
3. MR. DOMINGO P. GUANSING, JR	CTAO
4. ROSELO G. ENCINARES	NDC
5. ADOR T. AQUINO	NDC

The said personnel are hereby directed to report to Ms. Eden R. Villanueva, Office in Charge, Administrative Management Office to receive their work assignments.

The said personnel shall continue to draw their salaries and benefits from their mother units.

This Order shall take effect immediately.

Issued, 05 July 2010, Quezon City



Republic of the Philippines
Quezon City

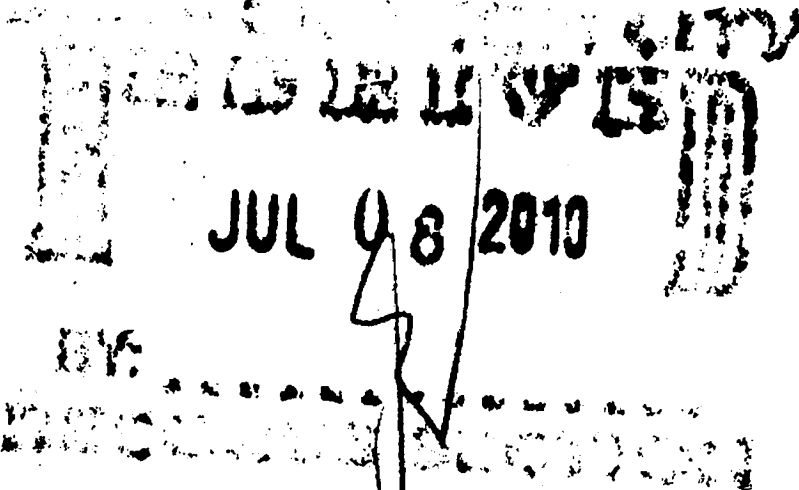
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Herbert M Bautista mpa mnsa

OFFICE ORDER NO. 17
Series of 2010



In the interest of the service, **VICTOR B ENDRIGA** is hereby designated as Acting City Administrator, as such, he is designated as the authorized signatory to vouchers and checks pertaining to all regularly recurring administrative expenses, such as: payrolls, payment of utilities, remittances to government creditor agencies and procurement from government entities only, pursuant to Section 344, RA 7160, as amended.

On matters relating to the implementation of development plans and strategies, the same shall be assigned to appropriate task groups, technical working groups or offices to be placed under the direct supervision and control of the City Mayor.

His designation as Acting City Administrator shall remain effective until 31 December 2010 unless sooner revoked or rescinded by the undersigned, in writing.

This Order shall take effect immediately.

Issued, 05 July 2010, Quezon City.


HERBERT M BAUTISTA
Mayor

10-1010-1



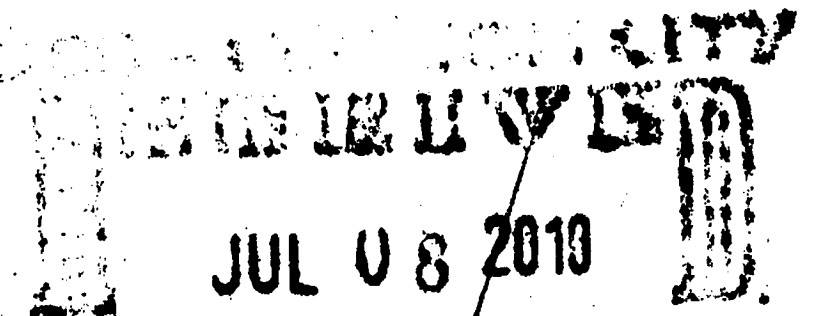
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Herbert M. Bautista mpa mnsa



OFFICE ORDER NO. 18
Series of 2010

In the interest of the service, **MR TADEO M PALMA**, in his capacity as Secretary to the Mayor, is hereby authorized to enforce and execute Sections 27, 28 and 30 of Republic Act 7279, otherwise known as the Urban Development and Housing Act of 1992 (UDHA), and in the implementation of Section 10, Second (2nd) Paragraph of Quezon City Ordinance No SP-1800, S-2007, in relation to Section 457 (b) 3 (vi) of Republic Act 7160, as amended, and to issue clearances and notices prior to its execution.

In view thereof, he shall sign for and by authority of the City Mayor.

Any provision of existing orders, memoranda, administrative issuances, rules and regulations contrary to and inconsistent with this Order are hereby repealed, amended or modified accordingly.

This Order takes effect immediately.

Issued, 02 July 2010.