

**"AN ORDER DESIGNATING MR. KENDRICK S. CALUBAQUIB
AS THE ASSISTANT CITY ADMINISTRATOR"**

WHEREAS, Section 455 of Republic Act No. 7160, otherwise known as "*The Local Government Code of 1991*" grants power to the City Mayor to appoint officials whose appointments are not otherwise provided in the law, as well as those he may be authorized to appoint;

WHEREAS, in the exigency of service and to enhance the workforce of the city government in its battle against the threat of COVID - 19, it is imperative to designate an Assistant City Administrator;

NOW, THEREFORE, I, ATTY. JEFFERSON P. SORIANO, City Mayor of Tuguegarao, by virtue of the powers vested in me by the Constitution and the laws, do hereby order the following:

Section 1. Designation. In addition to his duties and responsibilities as Executive Assistant IV, **MR. KENDRICK S. CALUBAQUIB**, *Executive Assistant IV* is hereby designated as Assistant City Administrator.


Section 2. Duties and Functions. The Assistant City Administrator shall perform the following duties and functions:

- a. Assist the City Administrator on his functions and duties as provided in Republic Act No. 7160, otherwise known as "*The Local Government Code of 1991*," except those provided in City Ordinances and other special laws;
- b. For the purpose of expediency, **MR. KENDRICK S. CALUBAQUIB**, *Executive Assistant IV* is hereby duly authorized to sign the following documents, to wit:
 - i. Memorandum Orders;
 - ii. Travel Orders of employees
 - iii. Mayor's Clearance;
 - iv. Approval of Leave Applications of employees;
 - v. Certifications; and
 - vi. Property and Procurement Documents, i.e. Obligation Requests, Disbursement Vouchers, Purchase Requests, Purchase Orders, and City Payrolls.
- c. In the absence of the City Administrator, the Assistant City Administrator shall act and perform the duties and functions of a City Administrator as provided in Republic Act No. 7160, otherwise known as "*The Local Government Code of 1991*," except those provided in City Ordinances and other special laws.

Section 3. Repealing Clause. All prior issuances or parts thereof inconsistent with this Executive Order are hereby repealed as amended or otherwise modified accordingly.

Section 4. Effectivity. This Executive Order shall take effect immediately.

DONE in the City of Tuguegarao, Cagayan this 17th day of March in the year of Our Lord Two Thousand and Twenty.


ATTY. JEFFERSON P. SORIANO
City Mayor