



Republica de Filipinas
Ciudad de Zamboanga
**OFICINA DEL PRESUPUESTO
DEL CIUDAD**



MEMORANDUM
No. Adm-310, s. 2025

DATE : July 8, 2025

TO : ALL DEPARTMENT HEADS
EXECUTIVE ASSISTANT IV
ASSISTANT DEPARTMENT HEADS
ACTING PRESIDENT, COLEGIO DE LA
CIUDAD DE ZAMBOANGA
ALL DIVISION OF THE CITY ADMINISTRATOR'S OFFICE
ALL DIVISION OF THE CITY MAYOR'S OFFICE
ALL OTHERS CONCERNED
This City

FROM : CITY BUDGET OFFICER

RE : EXECUTIVE ORDER NO. KHYM-003-2025

We are furnishing copy of Executive Order No. KHYM-003-2025, dated July 2, 2025, of the Honorable City Mayor, this City, entitled "An Order Providing for the Delegated Signing Authority of City Officials on Financial and Other Substantive Matters, Thereby Amending Executive Order No. JD 2023-013", the content of which you will find to be self-explanatory.

For information and guidance.

GERALDINE M. DELA PAZ

Encl: as stated



Ta Dale Buen Servicio

CITY HALL, N.S. VALDERROSA STREET, ZAMBOANGA CITY, 7000, PHILIPPINES

Tel Nos.: (062) 992-7762/992-5492
Telefax Nos.: (062) 991-2185



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Republica de Filipinas
Ciudad de Zamboanga
OFICINA DEL ALCALDE



EXECUTIVE ORDER NO. KHYM-003-2025

AN ORDER PROVIDING FOR THE DELEGATED SIGNING AUTHORITY OF CITY OFFICIALS ON FINANCIAL AND OTHER SUBSTANTIVE MATTERS, THEREBY AMENDING EXECUTIVE ORDER NO. JD 2023-013

WHEREAS, Section 455 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, explicitly provides the powers, functions and duties of the City Mayor as the Local Chief Executive of the city government and exercises the same for efficient, effective and economical governance in order to protect the interest and promote the general welfare of the city and its people as mandated upon Section 16 thereof;

WHEREAS, considering the magnitude of the duties and responsibilities of the City Mayor and in the exigency of service, there is a need to delegate some of the signing authorities of the City Mayor, in accordance with existing laws and policies;

WHEREAS, there is a need to clarify, settle and limit the signing and delegated authorities of city officials in relation to Republic Act No. 6713, "Code of Conduct and Ethical Standards for Public Officials and Employees", Republic Act No. 9485, "Anti-Red Tape Act of 2007", including Republic Act No. 9184, the Government Procurement Reform Act;

WHEREAS, there is a need to amend Executive Order No. JD 2023-013.

NOW, THEREFORE, I, KHYMER ADAN T. OLASO, Mayor of the City of Zamboanga, by virtue of the powers vested in me by law, do hereby order:

1. The authority to sign financial and other documents shall be as follows:

DOCUMENT NAME	SIGNATORIES
A. BUDGET	
1) Budget Call	Prepared By: City Budget Officer
	Reviewed and Initialed By: (For City Mayor): Executive Assistant IV or City Administrator
	Signed By: City Mayor
2) Budget Proposals	Prepared and Submitted By: Head of Department/Office/Unit
	<u>HOWEVER, FOR THE OFFICE OF THE MAYOR</u> Head of the Requesting Office/Unit or Supervising Administrative Officer



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	Evaluated By:	TWG, Local Finance Committee
	Recommended for Approval By:	City Local Finance Committee
	Reviewed and Initialed By: (For the City Mayor)	Executive Assistant IV or City Administrator
	Approved By:	City Mayor
3) Annual/Supplemental Budget	Consolidated and Prepared By:	City Budget Officer
	Reviewed and Initialed By: (For the City Mayor)	Executive Assistant IV or City Administrator
	Signed and Submitted By:	City Mayor
	Concurred by:	Sangguniang Panlungsod
4) Project Procurement Management Plan (PPMP)	Prepared By:	Head of Department/Office/Unit
		<u>HOWEVER, FOR THE OFFICE OF THE CITY MAYOR</u>
		Head of Requesting Department/ Division and Noted by:
		Executive Assistant IV or Supervising Administrative Officer
5) Annual Procurement Plan (APP)	Prepared By:	Head of BAC Secretariat
	Reviewed and Initialed By: (For the City Mayor)	City Administrator
	Approved By:	City Mayor



Ta Dale Buen Servicio



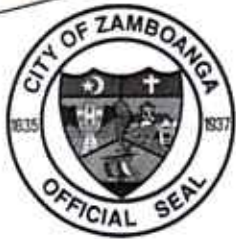
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6) Work and Financial Plan (WFP)

Prepared By:

Head of Department/Office/Unit

HOWEVER, IN CASE OF: (1) THE OFFICE OF THE MAYOR OR (2) THOSE REQUESTED BY OTHER DEPT./OFFICE/UNIT BUT ARE TO BE FUNDED BY THE OFFICE OF THE MAYOR

Head of Requesting Department/ Division or Supervising Administrative Officer

Recommended By:

City Budget Officer

7) Allotment Release Order (ARO)

Prepared and Recommended By:

City Budget Officer

Reviewed and Initialed By: (For the City Mayor)

City Administrator or Executive Assistant IV

Approved By:

City Mayor

8) Obligation Request (ObR)

(Box A) Certified By:

i.) Charges to appropriation/allotment necessary, lawful and under my direct supervision
ii) Supporting documents valid, proper and legal
Head of Department/Office/Unit

HOWEVER, IN CASE OF: (1) THE OFFICE OF THE MAYOR OR (2) THOSE REQUESTED BY OTHER DEPT./OFFICE/UNIT BUT ARE TO BE FUNDED BY THE OFFICE OF THE MAYOR

Head of Requesting Department/Division or Supervising Administrative Officer

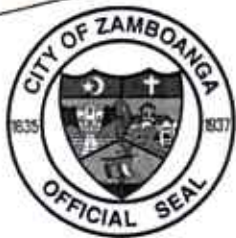


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- (Box B) Certified By: **i) Existence of Available Appropriation**
City Budget Officer
- 9) Certificate of Availability of Fund (For Trust Fund) Certified By: **City Accountant**

B. DISBURSEMENT

- 1) Disbursement Voucher (DV), including that for Cash Advances

Chief, DAPID, CAO

(Box A) Certified By:

Head of the Department/Office/Unit

(Box B) Evaluated and Initialed By:
Certified By:

**Supporting documents complete Chief, DAPID, CAO
City Accountant**

(Box C) Certified By:

**Funds Available
City Treasurer**

Reviewed and Initialed By:
(for the City Mayor)

City Administrator or Executive Assistant IV

(Box D) Approved for Payment By:

City Mayor

**For disbursements involving regularly recurring administrative expenses such as payrolls for regular/permanent and job order contract/contract of services, expenses for light, water, and telephone services, remittances to government creditor agencies such as GSIS, LBP, DBP, etc.:
City Administrator or Supervising Administrative Officer**

(Box E) Received and Payment By:

Concerned Payee/Claimant

- 2) Payroll

Certified By:

**i) Services have been duly rendered as indicated
Head of Department/
Office/Unit**



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**HOWEVER, FOR THE
OFFICE OF THE MAYOR**
Head of Requesting
Department/ Division or
Supervising Administrative
Officer

(In case of Employees
Compensation and Benefits and
for Job Order
Contracts/Contracts of
Services)

Certified By: **City Human Resources and
Management Officer**

Evaluated and Initialed By: **Chief, DAPID, CAO**
(Passed in Audit)

i) Allotment obligated for the
purpose as indicated therein
ii) Supporting documents
complete

Certified By: **City Accountant**

Certified By: **i) Funds Available
City Treasurer**

Approved for Payment By: **For disbursements involving
regularly recurring
administrative expenses such as
payrolls for regular, permanent
and job order contract/contract
of services, expenses for light,
water, and telephone services,
remittances to government
creditor agencies such as GSIS,
LBP, DBP, etc.:
City Administrator or
Supervising Administrative
Officer**

Payment Received By: **Concerned Personnel**

Certified By: **i) Each employees whose name
appears above has been paid
the amount indicated opposite
his/her name
Disbursing Officer**



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3) Check Drawn and Signed By: **City Treasurer**
Counter-signed By: **City Administrator/
Assistant City Administrator**

4) Accountant's Advice Prepared and Signed By: **City Accountant**

C. PROCUREMENT

1) Program of Work and Detailed Cost Estimate Prepared By: **Project Inspector**
Checked By: **Project Engineer**
Recommended By: **Chief, Planning Division, CEO**
Approved By: **City Engineer**

2) Agency Estimate Recommended By: **Chief, Planning Division, CEO**

3) Invitation to Bid Prepared and Initialed By: **Head, BAC Secretariat**
Approved and Signed By: **BAC Chairperson**

4) Instruction to Bidders Prepared and Initialed By: **Head, BAC Secretariat**
Approved and Signed By: **BAC Chairperson**

5) Supplemental/Bid Bulletins Prepared By: **BAC Technical Working Group**
Approved By: **Bids and Awards Committee**
Signed By: **BAC Chairperson**

6) Notice of Ineligibility Prepared and Initialed By: **Head, BAC Secretariat**
Signed By: **BAC Chairperson**

7) Abstract of Bids/Quotations Prepared By: **TWG – BAC Secretariat**
Certified By: **Head, BAC Secretariat**
Approved and Signed By: **Bids and Awards Committee**



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- 8) Post Qualification Report Prepared By: **TWG – BAC Secretariat**
- 9) Notice of Post Qualification Prepared By: **TWG – BAC Secretariat**
- Approved and Signed By: **BAC Chairperson**
- 10) BAC Resolution of Award Prepared By: **TWG – BAC Secretariat**
- Recommended By: **Bids and Awards Committee**
- Reviewed and Initialed By: **City Administrator**
- Approved By: **City Mayor**
- 11) Notice of Award (NOA) Prepared By: **Account Officer/TWG – BAC Secretariat**
- Signed By: **City Administrator**
- 12) Contract
- 12.1) Purchase Order/Other Contracts (In case of purchase of equipment, supplies and materials, rent, repairs, etc.) Prepared and Initialed By: **Head, BAC Secretariat**
- Reviewed and Initialed By: **City Administrator**
(For the City Mayor)
- Approved By: **City Mayor**

In case the project or expenditure is:

- (1) Stated in the Budget in Specific Terms

No further approval from the Sangguniang Panlungsod is required, the Appropriation Ordinance is sufficient

- (2) Specified in the Budget in Generic Terms



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12.2) Construction
Contract/Contract for
Consulting Services

Concurred By: **Sangguniang Panlungsod**

Prepared and Initialed By: **Head, BAC Secretariat**

Witness to certify as to
funds availability - COA
Circular 79-122) **City Accountant**

Signed By: **Bids and Awards Committee**

Reviewed and Initialed By:
(For the City Mayor) **City Legal Officer**

Approved By: **City Mayor**

**In case the project or
expenditure is:**

**(1) Stated in the Budget in
Specific Terms**

**No further approval from
the Sangguniang
Panlungsod is required, the
Appropriation Ordinance is
sufficient.**

**(2) Specified in the Budget in
Generic Terms**

13) Notice to Proceed

Concurred By: **Sangguniang Panlungsod**

Prepared and Initialed By: **Head, BAC Secretariat**

13.1) For Goods

Signed By: **BAC Chairperson**

13.2) For Infrastructure
Projects

Signed By: **City Engineer**

14) Variation Order/Change
Order

Prepared By: **Head, BAC Secretariat**

14.1) For Goods

Reviewed and
Recommended By: (Thru a
BAC Resolution) **Bids and Awards Committee**

Approved By: **City Mayor**



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- | | | |
|---|--|----------------------------------|
| 14.2) For Infrastructure Projects | Prepared By: | City Engineer |
| | Reviewed By: | PMT |
| | Approved By: | City Mayor |
| 15) Extension of Time/Suspension of Work Order | Prepared By: | Head, BAC Secretariat |
| 15.1) For Goods | Recommended By: | Bids and Awards Committee |
| | Approved By: | City Mayor |
| 15.2) For Infrastructure Projects | Prepared By: | City Engineer |
| | Recommended By: | PMT |
| | Approved By: | City Mayor |
| 16) BAC Resolutions Recommending Alternative Modes of Procurement | Recommended By: | Bids and Awards Committee |
| | Reviewed and Initialed By:
(For the City Mayor) | City Administrator |
| | Approved By: | City Mayor |

D. CASH ADVANCES

- | | | |
|--|--|----------------------------|
| 1) Office Order designating the Official or Employee as Special Disbursing Officer | Prepared By: | Accountable Officer |
| (In case the Accountable Officer is not a disbursing officer by appointment) | Reviewed and Initialed By:
(For the City Mayor) | City Administrator |
| | Approved By: | City Mayor |
| 2) Approved Application for Bond | Prepared By: | Accountable Officer |
| | Reviewed and Initialed By:
(For the City Mayor) | City Administrator |
| | Approved By: | City Mayor |



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3) Budgetary Program

Prepared By:

Head of
 Department/Office/Unit

Recommended By:

City Budget Officer

Approved By:

City Mayor

**E. SUPPLY AND PROPERTY
 MANAGEMENT**

1) Requisition Issue Slip (RIS)

Requested By:

Requesting
 Department/Office/Unit
 Personnel

Approved By:

Head Requesting Department/
 Office/Unit

**HOWEVER, IN CASE OF
 THE OFFICE OF THE
 MAYOR**

Head of Requesting
 Department/ Division or
 Supervising Administrative
 Officer

Issued By:

GSO Warehouse Personnel

Received By:

Requesting
 Department/Office/Unit
 Personnel

Purchase Request

(For NON-STOCK
 ITEMS) Requested and
 Certified By:

i) As to their necessity
 specifying the project or
 activity where the supplies are
 to be used Head of Requesting
 Department/Office/Unit

**HOWEVER, IN CASE OF
 THE OFFICE OF THE
 MAYOR**

Head of Requesting
 Department/
 Division/Supervising
 Administrative Officer

i) Items indicated therein are
 not currently available in
 stock
 City General Services Officer





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Notation on Box:

Certification by the City Budget Officer that an appropriation therefore exists.

Certified By:

**i) Cash Available
City Treasurer**

Approved By:

City Mayor or City Administrator

(For STOCK ITEMS and Capital Outlay) Requested and Certified By:

**i) As to their necessity specifying their project or activity where the supplies are to be used
City General Services Officer**

**HOWEVER, IN CASE OF THE OFFICE OF THE MAYOR
Head of Requesting Department/ Division or Supervising Administrative Officer**

Notation on Box:

Certification by the City Budget Officer that an appropriation therefore exists.

Certified By:

**i) Cash Available
City Treasurer**

Approved By:

City Mayor

2) Acceptance and Inspection Report (AIR)

Accepted By:

GSO

Inspected By:

Inspectorate Committee Team

3) Acknowledgement Receipt for Equipment (ARE)

Received From:

GSO or his authorized Property Officer

Received By:

Head of Requesting Department/Office/Unit

HOWEVER, IN CASE OF THE OFFICE OF THE MAYOR

Head of Requesting Department/ Division or Supervising Administrative Officer



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- | | | | |
|----|---|--|--|
| 4) | Report on Waste Materials | Certified Correct By: | Designated GSO Property Officer |
| | | Disposable Approved By: | General Services Officer |
| | | Certified the property was disposed of By: | Designated GSO Property Inspector |
| | | Witnessed to By: | COA Representative |
| 5) | Inventory and Inspection Report of Unserviceable Property (IIRUP) | Requested By: | Designated Accountable Officer |
| | | Approved By: | General Services Officer |
| | | Inspected By: | City Accountant/ Designated GSO Property Inspection |
| | | Witnessed to By: | COA Representative |
| 6) | Pre-Repair/Post-Repair Inspection Report | Requested By: | GSO – Inspection Personnel |
| | (Only for the Repair of Machineries and Equipment) | Approved By: | GSO – Chief, Property Division |
| 7) | Contract of Sale/Disposal of Properties | Prepared By: | General Services Officer |
| | | Reviewed and Initialed By:
(For the City Mayor) | City Administrator |
| | | Approved By: | City Mayor |

2. **REPEALING CLAUSE.** Existing Executive or Administrative Orders, Circulars, Memoranda, Directives, Guidance and Issuances that are inconsistent with the provisions of this Executive Order are hereby repealed, amended or modified accordingly.

3. **SEPARABILITY CLAUSE.** In the event that any clause, sentence, paragraph, or part of this Order shall be declared invalid or void, the other remaining provisions shall not be affected thereby.

4. **DISSEMINATION.** Let copies of this Executive Order be furnished to the concerned members for their information, guidance and appropriate action.



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5. **NOTIFICATION.** The City Information Officer is directed to see the widest dissemination of the Executive Order to all media outlets in the City.


6. **EFFECTIVITY.** This Executive order shall take effect immediately upon its issuance.

SO ORDERED.

Issued this 2nd day of July 2025.


KHYMER ADAN T. OLASO
City Mayor

ATTESTED BY:


CELSO L. LOBREGAT
Chief of Staff
at the Secretary to the Office of the City Mayor

Copy Furnished:

The Honorable Vice Mayor

The Honorable Members of the Sangguniang Panlungsod

Head of Departments, Offices, Units & Task Forces

The Resident Auditor, COA

All Concerned



Ta Dale Buen Servicio



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