



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF SAGAY CITY

AUG 29 2024

**DIVISION MEMORANDUM**


No. 528, s. 2024

**DESIGNATION OF VICE MAYOR AS ACTING CITY MAYOR**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CID & SGOD)  
Public Schools District Supervisors / CLD  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. Enclosed is a copy of **Sagay City Executive Order 020-NJJR series of 2024** dated August 27, 2024 duly signed by City Mayor Narciso L. Javelosa, Jr., designating Vice Mayor Leo Rafael M. Cueva to be the Acting City Mayor for the duration of his Leave of Absence from August 28-30, 2024.
2. Immediate dissemination of this Memorandum is desired.

  
MARK ANTHONY J. TAN, PhD  
Chief Education Supervisor  
OIC - Assistant Schools Division Superintendent  
In-charge of the Division

 **MARSETTE D. SABBALUCA, CESO VI**  
Schools Division Superintendent

No of Pages including this Document: 2  
Enclosure : As stated,  
Reference : As stated  
Allotment : N/A  
Encl.: As stated  
ADMIN/NABDON 8/28/24



Republic of the Philippines  
Province of Negros Occidental  
*City of Sagay*  
**OFFICE OF THE CITY MAYOR**

DEPARTMENT OF EDUCATION  
DIVISION OF SAGAY CITY  
**RECEIVED**

DATE: AUG 28 2024 TIME: \_\_\_\_\_  
TRACKING NO. \_\_\_\_\_

**EXECUTIVE ORDER** 020 - NJR  
Series of 2024

SIGNATURE OVER PRINTED NAME

**DESIGNATING VICE MAYOR LEO RAFAEL M. CUEVA AS ACTING CITY MAYOR OF THE CITY OF SAGAY FROM AUGUST 28 UP TO AUGUST 30, 2024.**

**WHEREAS**, undersigned will be on leave from August 28 up to August 30, 2024;

**WHEREAS**, it is necessary to ensure the smooth, effective and continuous operation of official functions, particularly on the efficient delivery of basic and social services;

**WHEREAS**, pursuant to the provisions of R.A. 7160 and Article 53 of its implementing rules, the Vice Mayor shall assume the functions of the City Mayor for the duration of the latter's vacation leave.

**NOW THEREFORE, I, NARCISO L. JAVELOSA, JR.**, City Mayor, by virtue of the powers in me vested by law, do hereby designate the City Vice-Mayor, **LEO RAFAEL M. CUEVA**, as Acting City Mayor for the duration of my vacation leave from August 28 up to August 30, 2024 or upon my return whichever is earlier.

This Order shall take effect on the 28th day of August, 2024.

**DONE** this 27th day of August, 2024 at the City Hall, Sagay City, Negros Occidental, Philippines.

  
**NARCISO L. JAVELOSA, JR.**  
City Mayor

c.c.

- The Provincial Governor  
Province of Negros Occidental
- All Concerned
- File