



ADMINISTRATIVE ORDER NO. 03-13-N
Series of 2013

**AN ADMINISTRATIVE ORDER GRANTING THE ADDITIONAL DUTIES
AND FUNCTIONS OF THE MUNICIPAL ADMINISTRATOR OF THE
LOCAL GOVERNMENT OF ITOGON, BENGUET PROVINCE**

WHEREAS, Section 480, Article 10 of the Local Government Code of 1991 specifies the regular powers, duties and functions of a Municipal Administrator;

WHEREAS, the duties and functions of the Municipal Administrator may be supplemented either through the issuance of a legislative measure or the issuance of an executive directives to expedite the delivery of supervisory and administrative services to the public,

WHEREAS, there is a need to institutionalize a mechanism where the functions and duties of the Office of the Local Chief Executive are temporarily designated to a duly and authorized officials and employees of the Local Government like the municipal administrator in order to expedite the delivery of governmental services readily available to the public at all times,

WHEREFORE, I, VICTORIO T. PALANGDAN, by virtue of the powers vested in me by law as the Municipal Mayor of this Municipality, do hereby grant unto the Municipal Administrator, **ALOYSIUS G. KATO** additional powers, duties and functions to approve, sign and act on my behalf and in my absence the below-enumerated official administrative as well as executive documents; to wit:

- 1.) Itinerary of Travel, Travel Orders, Trip tickets and requests for RP vehicles within the municipality of Itogon, City of Baguio and other municipalities of the Province of Benguet, not exceeding three days travel period;
- 2.) Request for Certification on the Availability of Funds (CAF);
- 3.) Purchase Request' and ALOBS with an estimated amount of Php 500,000.00 and below;
- 4.) Cheques amounting to Php500,000.00 and below;
- 5.) Salary applications of municipal employees;
- 6.) Sketch plans of municipal funded projects;
- 7.) Salary vouchers/payrolls;
- 8.) Permit to transport large cattle;
- 9.) Permit to buy and sell metal scraps;
- 10.) Endorsement of LCE actions to the local Sanggunian requiring legislative actions;
- 11.) Endorsement of Job applications and intents to firms, corporations, etc;
- 12.) Office Orders, Instructions and directives;
- 13.) Memoranda and Notices;
- 14.) Mayor's clearance but not to include clearance on property and fiscal liabilities and accountabilities of retiring municipal elective or appointive officials or those whose employment are terminated by virtue of retirement, expiration of elective tenure/term or non-reelection to public service;



MUNICIPAL BUDGET OFFICE
ITOSON, BENGUET
RE JUL 05 2013
DATE: JUL 05 2013
BY: fu

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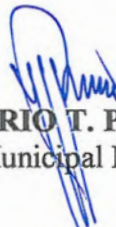


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OFFICE OF THE SANGGUNIANG BAHAYAN
ITOSON, BENGUET
BY: [Signature]
DATE: July 5, 2013

- 15.) Application for leave of absence not exceeding three(3) days;
- 16.) Mayor's Clearance;
- 17.) Certifications(Certificate of Appearance/Non-Business and Business Closure);
- 18.) Business Permits;
- 19.) Contractual Permits
- 20.) Working Permits;
- 21.) Acceptance of Projects;
- 22.) Acceptance and Inspection Report;
- 23.) Special/Social Permits;
- 24.) Report on waste materials;
- 25.) Accomplishment Reports;
- 26.) Acknowledgement receipts for Municipal Office properties and equipments (Memorandum Receipts);
- 27.) Memoranda and Notices;
- 28.) Pre-Repair and Inspection Reports;

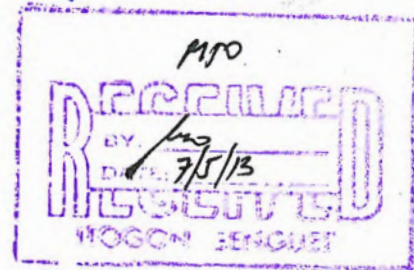
This Order takes effect immediately.

Done this 2nd day of July 2013 in the Municipality of Itogon, Benguet Province.

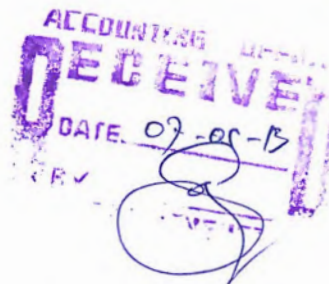

VICTORIO T. PALANGDAN
 Municipal Mayor

Copy Furnished:

- Office of the Provincial Governor
- SB Office
- All Department Heads
- DILG thru MLGOO
- file



Office of the Municipal Assessor
RECEIVED
 Date 7/5/13
 Itogon, Benguet Province



Rec'd by: [signature]
 MPO
 07-05-13

Received by: [signature]
 MPO
 07/05/13

MAGRO by: [signature]
 07-05-13

DILG - [signature] 7-5-13