



ADMINISTRATIVE ORDER NO. 012
Series 2015

**DESIGNATING AN OFFICER-IN-CHARGE AT THE OFFICE OF THE
MUNICIPAL CIVIL REGISTRAR**

WHEREAS, current Municipal Civil Registrar, Ms. Nora M. Sanil, has filed her mandatory retirement from government service effective May 24, 2015;

WHEREAS, pending the procedure in the filling up of the vacancy as a result of her mandatory retirement, there is a need to designate an Officer-In-Charge to perform the duties and functions of the Municipal Civil Registrar;

WHEREAS, the designation is deemed imperative in the exigency of the delivery of public service;

NOW THEREFORE, by virtue of the powers vested in me, **I, ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor, do hereby designate **MS. LILIA S. CARIÑO** as the **OFFICER-IN-CHARGE** of the **MUNICIPAL CIVIL REGISTRAR'S OFFICE** this municipality. As such, Ms. Lilia S. Cariño is likewise entitled to the Representation and Travel Allowances and other authorized emoluments equivalent to that of a Department Head.

This Order shall take effect this 25th of May 2015.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cc:

- All Departments/Offices
- The 9 Barangay Councils
- HRMO
- Philippines Statistics Authority (CAR and Provincial Offices)
- MLGOO
- File

rec'd by:




Republic of the Philippines
Province of Benguet
Municipality of Itogon
OFFICE OF THE MUNICIPAL CIVIL REGISTRAR

May 04, 2015

ATTY. VICTORIO T. PALANGDAN
Municipal Mayor
Itogon, Benguet

Sir:

In view of my mandatory retirement from government service as Municipal Civil Registrar effective May 24, 2015, there is a need to designate an Acting Municipal Civil Registrar to discharge the duties and functions of said position pending the filling up of the vacancy pursuant to Article I, Section 469 (c) of the Local Government Code.

This designation deemed is necessary in the exigency of public service.

Thank you and more power.

Very truly yours,


NORA M. SANIL
Municipal Civil Registrar

Adm

Please prepare the temporary
designation of Mr. Lilia S. Carino

5-5-15

effective may 25