



Republic of the Philippines  
Province of Benguet  
Municipality of Itogon  
**Office of the Municipal Mayor**  
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**ADMINISTRATIVE ORDER NO. 02**  
Series of 2016

**DESIGNATING MS. MARGIE ROSE H. WAKIT, ADMINISTRATIVE OFFICER I, MUNICIPAL TREASURY OFFICE, AS FOCAL PERSON FOR THE PREPARATION OF THE ELECTRONIC STATEMENT OF RECEIPTS AND EXPENDITURES (eSRE)**

**WHEREAS**, The Bureau of Local Government Finance (BLGF) with the mandate of assisting Local Government Units (LGUs) in formulating and implementing policies on local revenue administrative, resource management system and treasury operations launched the Electronic Statement of Receipts and Expenditures (eSRE) as its response to changing times. It realized that it has to use this to serve its clientele in a more efficient and effective manner;

**WHEREAS**, in alternative response to the request of BLGF-CAR as under its Regional Memorandum Circular No. 20-2016, the designation of a Focal Person for the preparation of the Electronic Statement of Receipts and Revenues is then hereby granted, thus the issuance of this Order;

**WHEREAS**, the designated Focal Person shall possess the following qualifications:

1. Presently occupying a permanent position;
2. With professional experience in local treasury;
3. Working knowledge in basic computer application;
4. Knowledgeable in the preparation of SRE reports; and
5. Previously attended the training/seminar/workshop on SRE


**WHEREAS**, the designated SRE Focal Person shall act as encoder who has the task to regularly and efficiently input the financial data in the SRE system;

**WHEREAS**, Ms. **MARGIE ROSE H. WAKIT** possess the qualifications mentioned above.

**NOW, THEREFORE, I, ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of Itogon, Benguet, by the power vested in me by law, do hereby designate **MS. MARGIE ROSE H. WAKIT**, as the Focal Person for the preparation of the Electronic Statement of Receipts and Expenditures (eSRE).

This **ORDER** takes effect immediately.

**DONE** this 21<sup>st</sup> day of March, 2016 in the Municipality of Itogon, Province of Benguet.

  
**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor

Cf:

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