



ADMINISTRATIVE ORDER NO. 13
Series of 2022

GRANTING ADDITIONAL DUTIES AND FUNCTIONS TO THE ADMINISTRATOR OF THE LOCAL GOVERNMENT OF ITOGON, BENGUET PROVINCE.

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

WHEREAS, specific duties and functions of the Municipal Mayor related to management and administration of the Local Government may be delegated to the Municipal Administrator to expedite the delivery of basic goods and governmental services to the people;

WHEREAS, in the exigency of services for the public good, it is imperative to grant additional duties and functions to the Municipal Administrator;

NOW THEREFORE, by virtue of the power vested in me, **I, BERNARD S. WACLIN**, in my capacity as Municipal Mayor of Itogon, Benguet Province hereby grant additional powers, duties and functions to the Municipal Administrator, **MR. ARNEL F. BAHINGAWAN** to wit:

Section 1. The Municipal Administrator is hereby granted authority to approve, to sign and to act in my behalf, and in my absence the hereunder enumerated official administrative and/or executive documents;

1. Itinerary of Travels, Travel Orders, Trip Tickets and Gas Slips;
2. Request for the use of RP vehicles within the Municipality of Itogon, Baguio City, and in the Province of Benguet for a period not exceeding three (3) days;
3. Request for Certification of Availability of funds (CAF);
4. Purchase Request and ALOBS;
5. Checks for the payment of obligations arising from the ordinary operations of the municipal government such as:
 - a) Salaries and wages of Municipal Officials and Employees including those hired under Contract of Services and/or Job Order status;
 - b) Electric bills, Telephone bills, internet and cable subscription;
 - c) GSIS, PAG-IBIG and other compulsory remittances to the provincial government, the national government and government agencies;
 - d) Common use office supplies and equipment except for motor vehicles as classified as such by the GPPB;
 - e) Repair and maintenance of government vehicles;
 - f) Labor and materials for the repair and maintenance of municipal roads and municipality/ government buildings undertaken by Administration at an amount not exceeding Five Hundred Thousand Pesos (500,000.00) per project, classified under Maintenance and Other Operating Expenditures;
 - g) Meals and Snacks or catering services under small value procurement;
6. Salary Adjustment of Municipal employees;
7. Sketch plans of municipal- funded projects;

8. Salary Vouchers/payrolls/ Vouchers;
9. Permit to transport large cattle;
10. Permit to buy and sell metals/scrap;
11. Peddler's Permit;
12. Official Correspondence;
13. Endorsement or referrals;
14. Endorsement and/or recommendation for scholarship grants, job applications and applications for livelihood assistance to other government offices/agencies, firms and private entities;
15. Office Orders, Instructions and directives;
16. Memoranda and Notices;
17. Mayor's Clearance EXCEPT clearance from property and fiscal liabilities and accountabilities of municipal officials and employees who are separated from municipal government service, or whose employment are terminated for cause or due to resignation of the official or employee concerned, by virtue of retirement and, expiration of the term of office, non-reelection or election to higher public office in the case of elective officials;
18. Application for leave of absence for a period not exceeding three (3) days;
19. Certifications including certificate of appearance, certificate of non- business and business closure;
20. Contractual permit;
21. Working Permits;
22. Acceptance of projects;
23. Inspection and Acceptance reports for goods and services;
24. Special Permits;
25. Accomplishment Reports;
26. Report on Waste Materials;
27. Acknowledgement Receipt for properties and equipment (Memorandum Receipts);
28. Pre-repair and Inspection reports;
29. Request for Final Inspection of Projects addressed to COA.

Section 2. Repealing Clause. All Administrative Orders or parts thereof inconsistent herewith or parts hereof are deemed repealed and/or modified accordingly.

Done this 1st day of July 2022.


HON. BERNARD S. WACLIN
Municipal Mayor