



Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

Email Address: asterisk.mayorsofficeitogon@gmail.com



FILE

Sangguniang Bayan
Itogon, Benguet

RECEIVED
Date: JUL 04 2023
By: [Signature]

ADMINISTRATIVE ORDER NO. 16
Series of 2023

ALLOWING ENTITLEMENT OF MS. MARGARITA B. CANUTO, ACTING ASSISTANT MUNICIPAL TREASURER TO REPRESENTATION AND/OR TRAVELING ALLOWANCES, AND REIMBURSEMENT OF COMMUNICATION EXPENSES AUTHORIZED FOR THE POSITION OF ASSISTANT MUNICIPAL TREASURER.

WHEREAS, by virtue of Regional Special Personnel Order No. 2023-06-025 issued by the Bureau of Local Government Finance- Cordillera Administrative Region, Ms. Margarita B. Canuto has been designated as Acting Assistant Municipal Treasurer effective June 21, 2023 until June 20, 2024 unless sooner revoked;

WHEREAS, in accordance with the aforementioned Order, Ms. Margarita B. Canuto may receive representation and/or transportation allowances authorized for the position of Assistant Municipal Treasurer;

NOW THEREFORE, by virtue of the powers vested in me as Municipal Mayor of Itogon, Benguet Province, I, **BERNARD S. WACLIN**, hereby allow the entitlement of MS. MARGARITA B. CANUTO, Acting Assistant Municipal Treasurer to receive Representation and/or Transportation Allowances authorized for the position of Assistant Municipal Treasurer and to reimbursement of Communication Expenses up to Five Thousand Pesos (P5,000.00) per month.

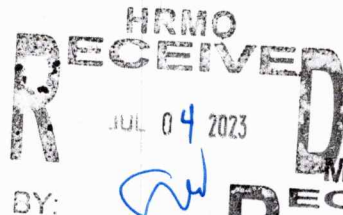
This Order shall take effect immediately.

DONE this 4th day of July, 2023 at Itogon, Benguet.

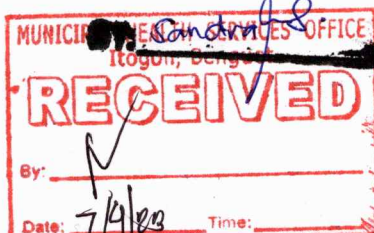
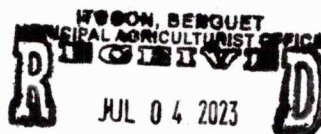
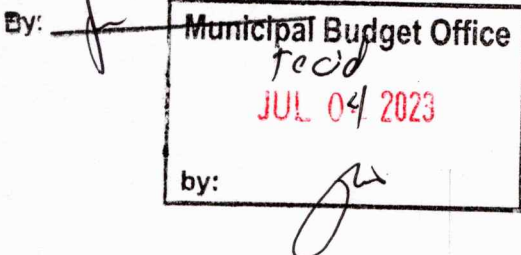
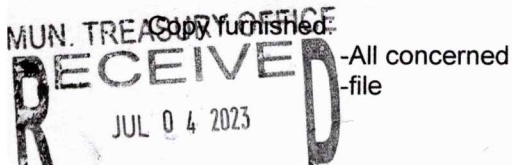
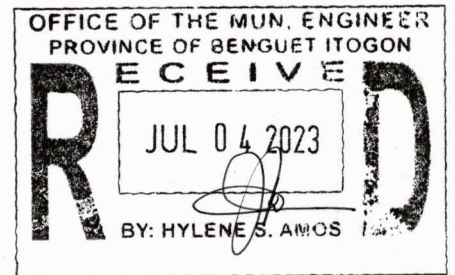
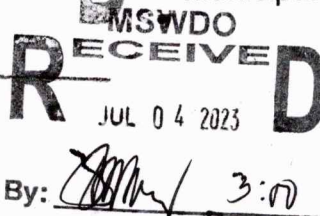
MUNICIPAL ASSESSOR'S OFFICE

RECEIVED

By: [Signature] Date: 7/9/2023



BERNARD S. WACLIN
Municipal Mayor





Republic of the Philippines
Department of Finance
BUREAU OF LOCAL GOVERNMENT FINANCE
CORDILLERA ADMINISTRATIVE REGION
3rd Floor, TG Home Builders Bldg,
No. 75 Ferguson Road, Guisad, Baguio City
Telefax No.: (074) 620-2446
email Address: car@bvlgf.gov.ph

OFFICE OF THE MUNICIPAL MAYOR
Itogon, Benguet

RECEIVED

Date: JUL 04 2023

By: S 2199

21 June 2023

The Provincial Auditor
Commission on Audit
La Trinidad, Benguet

Dear Sir/Ma'am,

Enclosed herewith is **Regional Special Personnel Order (RSPO) No. 2023-06-025** dated 21 June 2023, issued by this Office, for the designation of Ms Margarita B. Canuto, Local Treasury Operations Officer II, Municipal Treasury Office, Itogon, Benguet as Acting Assistant Municipal Treasurer, Office of the Municipal Treasurer, same municipality for a period of one (1) year effective 21 June 2023 up to but not beyond 20 June 2024, unless sooner revoked.

Further, the RSPO, however, is subject to the confirmation of the Secretary of Finance through the Executive Director of the Bureau of Local Government Finance.

For your information and appropriate action.

Thank you.

Very truly yours,

ERWINA GRACE P. MORALES
OIC Regional Director

Copy furnished:

Ms Imelda I. Macanes
Provincial Treasurer
La Trinidad, Benguet

Hon. Bernard S. Waclin
Municipal Mayor
Itogon, Benguet

Ms. Irene F. Fernando
Municipal Treasurer
Itogon, Benguet



Republic of the Philippines
Department of Finance
BUREAU OF LOCAL GOVERNMENT FINANCE
CORDILLERA ADMINISTRATIVE REGION
3rd Floor, TG Home Builders Bldg,
No. 75 Ferguson Road, Guisad, Baguio City
Telefax No.: (074) 620-2446
email Address: car@blgf.gov.ph

OFFICE OF THE MUNICIPAL MAYOR
Itogon, Benguet
RECEIVED
Date: JUL 04 2023
By: _____

BLGF-CAR REGIONAL SPECIAL PERSONNEL ORDER NO. 2023-06-025

21 June 2023

SUBJECT : Original Designation of Ms MARGARITA B. CANUTO

Local Treasury Operations Officer II
Municipal Treasury Office, Itogon, Benguet
as Acting Assistant Municipal Treasurer
Office of the Municipal Treasurer, same municipality
for a period of one (1) year effective 21 June 2023 to
20 June 2024

In the exigency of service and pursuant to Department Personnel Order (DPO) No. 335-03 dated October 1, 2003, DPO No. 562.2016, dated 10 November 2016, as amended by DPO 469.2018 dated 24 May 2018 issued by the Secretary of Finance, and in view of the representations made by Hon. Bernard S. Waclin of Itogon, Benguet in his letter dated 30 May 2023 and per 1st Indorsement dated 05 June 2023 of Ms Imelda I. Macanes, Provincial Treasurer of Benguet, **Ms Margarita B. Canuto**, Local Treasury Operations Officer II, Municipal Treasury Office of Itogon, Benguet is hereby designated as Acting Assistant Municipal Treasurer, Office of the Municipal Treasurer, same municipality for a period of one (1) year effective 21 June 2023 up to but not beyond 20 June 2024, unless sooner revoked. This is in view of the approved appointment of Ms Irene F. Fernando as regular Municipal Treasurer on 04 May 2023.

Ms Canuto is hereby directed to observe the provisions of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, and other existing laws, rules and regulations necessary in the performance of official duties and functions as Acting Assistant Municipal Treasurer of Itogon, Benguet, as well as the bonding requirements for local treasurers prescribed under Local Treasury Regulations No. 2-81 dated March 27, 1981 of the Department of Finance and Treasury regulations No. 01-95 dated December 5, 1995 of the Bureau of the Treasury.

Ms Canuto may receive the representation and/or transportation allowances authorized for the position of Assistant Municipal Treasurer, but shall not be entitled to receive per diems, except when she is on travel outside her official station subject to the usual auditing and accounting requirements. Accordingly, she shall continue to receive his salary as Local Treasury Operations Officer II.

This Order shall be subject to the confirmation of the Executive Director of the BLGF. This does not, however, preclude the immediate implementation of this order until revoked or denied confirmation thereof.

Please be guided accordingly.


ERWINA GRACE P. MORALES
OIC Regional Director

NIÑO RAYMOND B. ALVINA
Executive Director

/ / Confirmed
/ / Confirmed with Amendment/s
per attached Indorsement
/ / Returned Without Action

Date of Confirmation: _____
Remarks : _____

Copy furnished:

Bureau of Treasury-CAR
Baguio City

The Branch Manager
Depository Banks

The Provincial Auditor
Commission On Audit
La Trinidad, Benguet

Hon. Bernard S. Waclin
Municipal Mayor
Itogon, Benguet

Ms Imelda I. Macanes
Provincial Treasurer
La Trinidad, Benguet

Ms Irene F. Fernando
Municipal Treasurer
Itogon, Benguet

Ms Margarita B. Canuto
Acting Assistant Municipal Treasurer
Itogon, Benguet