



Republic of the Philippines  
Province of Benguet  
Municipality of Itogon  
**Office of the Municipal Mayor**  
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**SPECIAL ORDER NO: 01**

**DESIGNATION OF MR. VIRGILIO B. ATOMPAG TO BE IN FULL CHARGE OF  
THE PUBLIC INFORMATION DESK**

In the previous years, various employees were assigned to man the Public Information Desk. Each office was then obliged to designate any one of their personnel during their assigned schedule at the said desk. However, it was observed that there were some instances wherein the desk was left unattended. Nearby offices such as the Budget Office are now forced to attend to client queries. Moreso, there was no proper documentation implemented due to the assignment of various employees thereat.

As such, to be consistent with the recording system of the Public Information Desk, there is a need for a personnel to be in full charge.

That due to assessment, Mr. Virgilio B. Atompag is highly recommended on account of his familiarity with clients and ability making new clients feel at home; close familiarity with offices where he can make referrals per need of clients and above all his valuable virtue and patience to sit behind the desk eight hours a day.

For this reason, he is now temporarily relieved from his office function at the Municipal Planning and Development Office to assume his new assignment effective January 8, 2018.

Issued this 3<sup>rd</sup> day of January 2018 by virtue of Section 480, Paragraph b) 1. i, ii and iii of the Local Government Code of 1991.

  
**ALOYSIUS G. KATO**  
Municipal Administrator

Cc: - Engr. Imelda F. Nuguid, MPDC  
- All Offices  
- File