



Republic of the Philippines  
 Province of Benguet  
 Municipality of Itogon  
**Office of the Municipal Mayor**  
 Email Address: [vic.palangdan@gmail.com](mailto:vic.palangdan@gmail.com)

FILE

OFFICE OF THE MUN. ENGR.  
 PROVINCE OF BENGUET  
 ITOGON

**SPECIAL ORDER No. 05-2019**  
 Series of 2019

**RECEIVED**  
 DATE: 4-29-19  
 TIME:  
 BY:

**TO: ENGR. CELESTINO C. DE PERALTA**  
 Engineer II  
 Municipal Engineering Office  
 This municipality

**RECEIVED**  
 DATE: 04/29/2019  
 BY:

**SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE MUNICIPAL ENGINEERING OFFICE**

In view of the Vacation Leave of the Municipal Engineer, ENGR. CHARLIE M. GAYASCO, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Engineering Office effective April 24, 2019 up to May 4, 2019. As such, you shall ensure proper functionality of that office for continuous service delivery and shall perform the hereunder enumerated ministerial functions only for the period covered unless sooner terminated or extended on valid grounds or for reasons authorized by law.

1. Act on applications for
  - a. Leaves of Absence of MEO personnel;
  - b. Travel orders
  - c. Certifications and other similar documents except those which only the Municipal Engineer has the sole authority to issue; and
  - d. Variation Orders.
2. Sign transmittal letters for the information of concerned offices;
3. Review Program of Works, Detailed Estimates, Plans and Specifications of infrastructure projects;
4. Sign Purchase Requests, Purchase Orders and Abstracts of Bid for the procurement of goods;
5. Notify the Commission on Audit and other concerned parties of the schedule of post-inspection of completed projects;
6. Upon post-inspection, determine if a certain civil work has been fully completed and implemented in accordance with its plans and specifications and thereafter, verify the completeness of all the necessary documents submitted for billing purposes, after which, shall recommend payment of said completed contract.

This **ORDER** shall take effect immediately.

Issued this 23<sup>rd</sup> day of April, 2019.

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 APR 29 2019  
 BY: MBO

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 DATE: 4/29/19  
 BY: MBO

may: MBO  
 4-29-2019

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

MAISO  
 4/29/2019  
 MAISO 4/30/19

LOCAL CIVIL REGISTRY OFFICE  
**RECEIVED**  
 APR 29 2019  
 BY:

HRMC - ITOGON  
**RECEIVED**  
 DATE: 4/29/19  
 BY: th

MUNICIPAL ASSESSOR'S OFFICE  
**RECEIVED**  
 APR 29 2019  
 By:

MTO  
**RECEIVED**  
 APR 29 2019  
 BY:

Copy furnished:

- HRM Office
- All Department Heads
- COA
- File

Rec. 04/29/19  
**RECEIVED**  
 APR 29 2019  
 BY:

**RECEIVED**  
 4-29-19  
 BY: jk