



Republic of the Philippines
Province of Benguet
Municipality of Itogon
OFFICE OF THE MUNICIPAL MAYOR
Email Address: vic.palangdan@gmail.com; mayorsofficeitogon@gmail.com

SPECIAL ORDER NO. 2019-06
Series of 2019

TO : **ENGR. AVELINO S. MEDINA JR.**
Assistant Municipal Assessor
This Municipality

DATE: **September 11, 2019**
SUBJECT : **DESIGNATION AS ACTING MUNICIPAL ASSESSOR**

In view of the mandatory retirement of our Municipal Assessor, Mr. Edwin E. Golingab, on September 4, 2019, you are hereby designated as ACTING MUNICIPAL ASSESSOR effective today up until a new Municipal Assessor is appointed.

As such, you shall ensure proper functionality of the Municipal Assessor's Office for continuous service delivery and shall perform mandated functions.

You will temporarily manage the flow of the office systems and procedures.

You shall likewise be entitled to the Representation and Travel Allowance (RATA) of a Department Head.

This ORDER shall take effect immediately.

Issued this September 11, 2019,

For your compliance.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cc:

- All concerned
- File