



SPECIAL ORDER No. 02-2020

Series of 2020

TO: MS. FLORIDA T. VELASCO

Budget Officer III
Municipal Budget Office
This municipality

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

In view of the Official Travel of our Municipal Budget Officer, MS. VERONICA K. COMISING who will be attending the 2020 Annual Seminar and Convention of ALBA-CAR at Solano, Nueva Vizcaya, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Budget Office effective January 29, 2020 up to January 31, 2020. 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 MBO personnel;
 - b. Travel orders
 - c. Certifications and other similar documents except those documents which only the Municipal Budget Officer has the sole authority to issue;
2. Sign transmittal letters for the information of concerned offices;
3. Sign documents necessary and appropriate for payment of salaries and wages due to municipal officials and employees;
4. Sign documents relative to the payment of goods or supplies for the various offices of the Municipal Government that has undergone procurement processes and are due for delivery.

This **ORDER** shall take effect immediately.

Issued this 28th day of January, 2020.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

- HRM Office
- All Department Heads
- COA
- File



Republic of the Philippines
 Province of Benguet
 Municipality of Itogon
Office of the Municipal Mayor
 Email Address: vic.palangdan@gmail.com

OFFICE OF THE MUN. ENGR.
 PROVINCE OF BENGUET
 ITOGON

RECEIVED
 DATE: JAN 28 2020
 TIME: _____
 BY: _____

SPECIAL ORDER No. 02-2020
 Series of 2020

TO: MS. FLORIDA T. VELASCO
 Budget Officer III
 Municipal Budget Office
 This municipality

M.P.U. AGENCIA
 DATE: 1/28/2020
 BY: _____

RECEIVED
 JAN 28 2020

BY: MTO
 SANGGUNIANG BAYAN OFFICE
 ITOGON, BENGUET

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

RECEIVED
 DATE: 1/28/2020
 BY: _____

In view of the Official Travel of our Municipal Budget Officer, MS. VERONICA K. COMISING who will be attending the 2020 Annual Seminar and Convention of ALBA-CAR at Solano, Nueva Vizcaya, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Budget Office effective January 29, 2020 up to January 31, 2020. 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 MBO personnel;
 - b. Travel orders
 - c. Certifications and other similar documents except those documents which only the Municipal Budget Officer has the sole authority to issue;
2. Sign transmittal letters for the information of concerned offices;
3. Sign documents necessary and appropriate for payment of salaries and wages due to municipal officials and employees;
4. Sign documents relative to the payment of goods or supplies for the various offices of the Municipal Government that has undergone procurement processes and are due for delivery.

This **ORDER** shall take effect immediately.

Issued this 28th day of January, 2020.

Municipal Budget Office
 BY: _____
 JAN 28 2020

ATTY. VICTORIO T. PALANGDAN
 Municipal Mayor

DILIG-ITOGON-BENGLU
RECEIVED
 DATE: 1/28/2020
 TIME: _____
 BY: _____
 MUNICIPAL ASSESSOR'S OFFICE
RECEIVED
 JAN 28 2020
 By: _____

Municipal Health Office
 Itogon, Benguet
RECEIVED
 Date: 1/27/2020
 Time: _____
 By: _____

Copy furnished:

- HRM Office
- All Department Heads
- COA
- File

LOCAL CIVIL REGISTRY OFFICE
RECEIVED
 JAN 28 2020
 BY: _____

RECEIVED
 MAGRO
 JAN 28 2020
 BY: _____

RECEIVED
 JAN 28 2020
 BY: _____

DATE: 1/28/2020
 ALLIANCE OF FILE
RECEIVED
 DATE: 1-28-2020
 BY: _____
 ITOGON, BENGUET