



SPECIAL ORDER No. 04

Series of 2020

TO: ENGR. CELESTINO C. DE PERALTA

Engineer II
Municipal Engineering Office
This municipality

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

In view of the Leave of Absence of the Municipal Engineer, ENGR. CHARLIE M. GAYASCO due to the demise of his father, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Engineering Office effective March 9, 2020 up to March 13, 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 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 9th day of March, 2020.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

- HRM Office
- All Department Heads
- COA
- File