



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)

## **SPECIAL ORDER No. 05**

Series of 2020

**TO: ENGR. ROGER P. CATAYAO**  
Engineer II  
Municipal Agriculture Office  
This municipality

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

Due to the Leave of Absence of the Municipal Agriculturist, MR. PRUDENCIO B. PEDRO, Ph.D. who has just undergone surgery, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Agriculture Office effective March 11, 2020 up to March 31, 2020 unless this designation has been sooner terminated or extended for a longer period through the issuance of another Order. As such, you shall ensure proper functionality of that office for continuous service delivery and in addition, you shall perform the hereunder enumerated ministerial functions only for the period covered.

1. Act on applications for
  - a. Leaves of Absence of MAO personnel;
  - b. Travel orders including Itinerary of Travels;
  - c. Issuance of Certifications and other similar documents except those which only the Municipal Agriculturist has the sole authority to issue; and
2. Sign transmittal letters for the information of concerned offices;
3. Review Project Proposals, Training Designs and similar documents and shall recommend appropriate actions by the Local Chief Executive;
4. Sign documents for the procurement of goods such as Purchase Requests, Purchase Orders and Abstracts of Bid;

This **ORDER** shall take effect immediately.

Issued this 11<sup>th</sup> day of March, 2020.

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

Copy furnished:

- HRM Office
- All Department Heads
- COA
- File