



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

SPECIAL ORDER No. 07

Series of 2020

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

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

On March 11, 2020, the undersigned issued Special Order No. 5, series of 2020, designating you as Officer-in-Charge of the Municipal Agriculture Office effective until March 31, 2020 due to the Leave of Absence of the Municipal Agriculturist, MR. PRUDENCIO B. PEDRO, Ph.D. who has just undergone surgery. However, in view the extended leave of absence of the Municipal Agriculturist, your designation as OFFICER-IN-CHARGE of the Municipal Agriculture Office is hereby EXTENDED effective today, April 1st, 2020 until such time that Mr. Prudencio B. Pedro formally returns to work 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 shall continue to 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 1st day of April, 2020.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

- HRM Office
- All Department Heads
- COA
- File