



**SPECIAL ORDER No. 08**

Series of 2020

**TO: ATTY. FARIDA ROMILLO-MATEO**  
Municipal Accountant

**MS. ANGELA C. CARIÑO**  
Municipal Treasurer

**MS. VERONICA K. COMISING**  
Municipal Budget Officer

**SUBJECT: ADDENDUM TO SPECIAL ORDER NO. 7, SERIES OF 2020.**

Due to the extended leave of absence of Mr. Prudencio B. Pedro who is presently recuperating from a surgery, the undersigned issued Special Order No. 7, series of 2020 dated April 1<sup>st</sup>, 2020 extending the designation of Engr. Roger P. Catayao as Officer-in-Charge of the Municipal Agriculturist Office. Considering the nature of the office and the various tasks that has to be performed in order to sustain proper functionality thereof, maintain close coordination and cooperation with concerned government agencies and local farmers to ensure continuity of program implementation towards increased agricultural productivity and food security, MR. ROGER P. CATAYAO is hereby **entitled** to both Representation and Traveling Allowances appurtenant to the office of the Municipal Agriculturist, subject however to the availability of funds and applicable auditing laws, rules and regulations.

This **ORDER** shall take effect immediately.

Issued this 2<sup>nd</sup> day of April, 2020.

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

Copy furnished:

- Atty. Noel G. Ngolob  
Municipal Administrator
- HRM Office
- All Department Heads
- Engr. Roger P. Catayao
- COA
- File