



Republic of the Philippines  
Province of Benguet  
Municipality of Itogon

**OFFICE OF THE MUNICIPAL MAYOR**

Email Address: [mayorsofficeitogon@gmail.com](mailto:mayorsofficeitogon@gmail.com) : [vic.palangdan@gmail.com](mailto:vic.palangdan@gmail.com)

Mobile No.: 09393268022

**SPECIAL ORDER No. 06**

Series 2023

**TO: MS. CHERRY ANN C. CARANTES**  
Registration Officer II  
Municipal Civil Registrar's Office  
This Municipality

**SUBJECT: DESIGNATION AS IN-CHARGE OF THE MUNICIPAL CIVIL REGISTRAR'S OFFICE**

In view of the official travel of our Municipal Civil Registrar, Ms. THELMA B. BENTRES, you are hereby designated as IN-CHARGE OF OFFICE of the Municipal Civil Registrar's Office effective March 29 to March 31, 2023.

As such, you shall ensure proper functionality of that office and maintain continuous service delivery. Further, you 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 Municipal Civil Registrar's Office personnel;
  - b. Travel Orders;
  - c. Certifications and other similar documents except those documents which only the Municipal Registrar has the sole authority to issue.
2. Sign transmittal letters for the information of concerned offices.
3. Sign documents relative to the procurement of goods or supplies of the office.
4. Attend meetings for and in-behalf of the Municipal Civil Registrar.

This **ORDER** shall take effect immediately.

Issued this 28th day of March 2023.

  
**BERNARD S. WACLIN**  
Municipal Mayor

CC:

- HRM Section
- All Departments
- PSA-Benguet
- File