



Republic of the Philippines
Province of Benguet
Municipality of Itogon
OFFICE OF THE MUNICIPAL MAYOR

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SPECIAL ORDER NO. 08

Series of 2023

TO: FLORIDA T. VELASCO
Administrative Officer V
Municipal Budget Office
This Municipality

SUBJECT: DESIGNATION AS IN CHARGE OF THE MUNICIPAL BUDGET OFFICE

In view of the official travel of our Municipal Budget Officer, Ms. VERONICA K. COMISING, you are hereby designated as IN-CHARGE OF OFFICE of the Municipal Budget Office effective March 29, 2023, 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 the application for:
 - a) Leaves of Absence on Municipal Budget personnel;
 - b) Travel Orders;
 - c) Certification and other similar documents except for those documents which only the Municipal Treasurer 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 for the Office;
4. Attend meetings for and on behalf of the Municipal Budget Officer;
5. Certify the existence of available appropriation for Personal Services, Maintenance and Other Operating Expenses, and Capital Outlays of the current and continuing Appropriations of all funds.

This ORDER shall take effect immediately from the start of the period covered.

Issued this 28th day of March 2023.


BERNARD S. WACLIN
Municipal Mayor

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- HRM Office
- All Department Head
- COA
- File