



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

Email Address: mayorsofficeitogon@gmail.com

SPECIAL ORDER No. 09

Series of 2023

TO: ENGR. GENARO B. CANITE JR.

Engineer II
Municipal Engineering Office
This municipality

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

In view of the Leave of Absence of the Municipal Engineer, ENGR. CHARLIE M. GAYASCO, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Engineering Office effective April 18, 2023 up to April 20, 2023. As such, you shall ensure proper functionality of that office for continuous service delivery and 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 MEO personnel;
 - b. Travel orders
 - c. Certifications and other similar documents except those which only the Municipal Engineer has the sole authority to issue; and
 - d. Variation Orders.
2. Sign transmittal letters for the information of concerned offices;
3. Review Program of Works, Detailed Estimates, Plans and Specifications of infrastructure projects;
4. Sign Purchase Requests, Purchase Orders and Abstracts of Bid for the procurement of goods;
5. Notify the Commission on Audit and other concerned parties of the schedule of post-inspection of completed projects;
6. Upon post-inspection, determine if a certain civil work has been fully or partially completed and implemented in accordance with its plans and specifications and thereafter, verify the completeness of all the necessary documents submitted for billing purposes, after which, shall recommend partial or full payment, as the case may be, of partially or fully completed contract.

This **ORDER** shall take effect immediately.

Issued this 18th day of April, 2023.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

- HRM Office
- All Department Heads
- COA
- File

