

Republic of the Philippines Province of Benguet

MUNICIPALITY OF ITOGON Office of the Municipal Mayor

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SPECIAL ORDER NO. Series of 2023

TO: MARGARITA B. CANUTO

LTOO II Municipal Treasury Office This Municipality

ALTH SERVICES OFFICE

1 8 2023

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

In view of the official travel of our Municipal Treasurer, IRENE F. FERNANDO, you are hereby designated as IN-CHARGE-OF-OFFICE of the Municipal Treasury Office effective May 23, 2023 to May 26, 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 reason authorized by law.

1. Act on the application for:

- a) Leaves of absence of Municipal Treasury personnel;
- b) Travel Orders;
- c) Certifications 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: and
- 4. Attend meetings for and on behalf of the Municipal Treasurer.

This ORDER shall take effect immediately from the start of the pegiod covered Bayan Itogon, Benguet

RECEIVED Date: MAY 18 2023

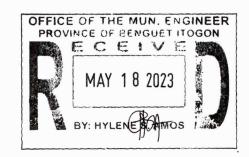
MAY 1 8 2023

HON. BERNARD'S. WACLIN Municipal Mayor

MACCO Issued this 18th day of May, 2023. 1 8 2023

Copy furnished:

All Department Heads L CIVIL REGISTRY OFFICE DECEIVE MAY 18 2023



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