



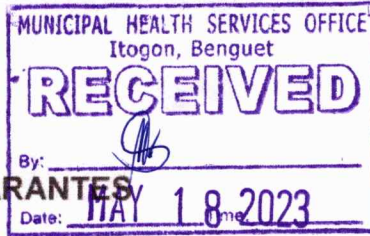
Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

Email Address: mavorsofficeitogon@gmail.com | bernardwaclin08@gmail.com

Mobile No.: 09393268022

SPECIAL ORDER No. 15
Series 2023



Sangguniang Bayan
Itogon, Benguet
RECEIVED
Date: MAY 18 2023
By: _____

TO: MS. CHERRY ANN C. CARANTES
Registration Officer II
Municipal Civil Registry Office
This Municipality

SUBJECT: DESIGNATION AS IN-CHARGE OF THE MUNICIPAL CIVIL REGISTRY 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 Registry Office effective May 23 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 for reasons authorized by law;

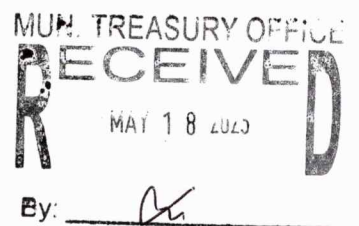
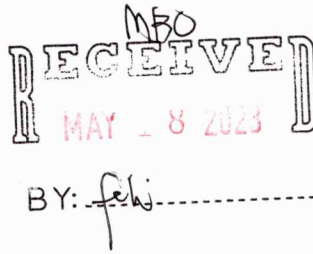
1. Act on applications for;
 - a. Leaves of Absence of Municipal Civil Registry Office personnel;
 - b. Travel Orders;
 - c. Certifications and other similar documents except those documents which only the Municipal Registrar has the sole authority to issue.
2. Sign transmittal letters for the information 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.



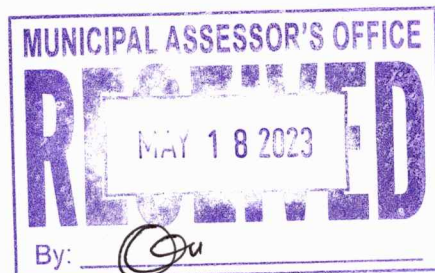
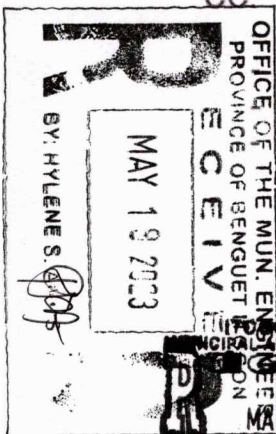
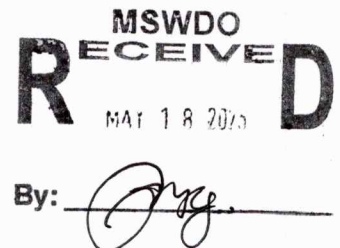
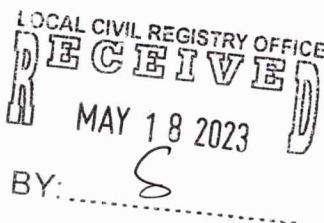
This **ORDER** shall take effect immediately.

Issued this 18th day of May 2023

BERNARD S. WACLIN
Municipal Mayor



CC: HRM Section
All Departments
PSA-Benguet
File



By: Sandra