

Republic of the Philippines Province of Benguet Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

Email Address: mayorsofficeitiogn@gmail.com



SPECIAL ORDER No. 16

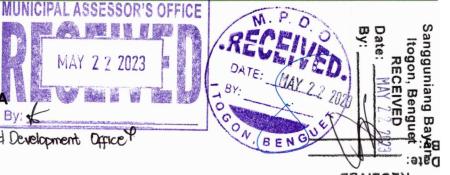
Series of 2023

MS. SHARON P. BAROA TO:

Social Welfare Officer I | By:

Municipal Social Welfare and Development Office?

This municipality



MAY 2 2 2023

RECEIVED DESIGNATION AS OFFICER-IN-CHARGE OF THE MUNICIPAL Gueg 'uoboy SUBJECT: Sangguniang Bayan

SOCIAL WELFARE AND DEVELOPMENT OFFICE

Due to the Official Travel of the Municipal Social Welfare and Development Officer, MS. GRACE O. POCSOL, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Social Welfare and Development Office effective May 23. 2023 up to May 26, 2023 unless this designation has been sooner terminated or extended for a longer period through the issuance of another Order. As such, you shall ensure proper functionality of that office for continuous service delivery and in addition, you shall perform the hereunder enumerated ministerial functions only for the period MUM. TREASURY OFFICE covered.

MACCO

Act on applications for

Leaves of Absence of MSWDO personnel;

Travel orders including Itinerary of Travels:

Issuance of Certifications and other similar document except those

falling solely under the authority of the MSWDO.

Sign transmittal letters for the information of concerned offices;

3. Review Project Proposals, Training Designs and similar documents and shall transmit the same to the Office of the Local Chief Executive and other concerned offices/agencies for appropriate action; and

Sign documents for the procurement of goods such as Purchase Requests,

Purchase Orders and Abstracts of Bid;

For proper information and guidance FECEI

Issued this 22nd day of May, 2023.

ECEIVE MAY 2 2 2023

Copy furnished:

JACKLE

MAY 2 2 2023

-HRM Office

-All Department Heads

-All Punong Barangays

-COA

OFFICE OF THE MUN. ENGINEER PROVINCE OF BENGUET ITOGON ECETTE MAY 2 2 2023

HON. BERNARD S. WACLIN

Municipal Mayor