



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

Email Address: mayorsofficeitogon@gmail.com

FILE

SPECIAL ORDER No. 17
 Series of 2023

TO: MS. CINDY LOIS L. FERNANDEZ
 Project Development Officer III
 Municipal Planning and Development Office
 This municipality

HRMO
RECEIVED
 MAY 22 2023

M. P. D. O
RECEIVED
 DATE: MAY 22 2023
 BY: _____
 ITOGON BENGUET

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

Due to the Official Travel of the Municipal Planning and Development Coordinator, ENGR. IMELDA F. NUGUID, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Planning and Development Office effective May 22, 2023 up to May 26, 2023. As such, you shall maintain proper functionality of that office to ensure efficient and continuous service delivery. Corollary thereto, you shall perform the hereunder enumerated ministerial functions for the period covered unless this designation is sooner terminated or extended upon issuance of another Order on grounds or for reasons authorized by law.

1. Act on applications for
 - a. Leaves of Absence of MPDO personnel;
 - b. Travel orders
 - c. Certifications and other similar documents, ~~except those which fall solely under the authority of the MPDC.~~
2. Sign transmittal letters for the information of concerned offices;
3. Review Program of Works, Detailed Estimates, Plans and Specifications of infrastructure projects duly prepared by that office with the assistance of technical personnel under the MPDO;
4. Sign Purchase Requests, Purchase Orders and Abstracts of Bid for the procurement of goods and/or common office supplies;
5. Within the period specified, shall act for and on behalf of the MPDC in all activities of the Project Monitoring Committee;
6. For Barangay-Funded Infrastructure Projects,
 - a. Shall notify the Commission on Audit and other concerned parties of the schedule of post-inspection of completed projects;
 - b. Upon post-inspection, determine if a certain civil work has been fully 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 payment of said completed contract.

For proper information and guidance.

Issued this 22nd day of May, 2023.

Sangguniang Bayan
 Itogon, Benguet
RECEIVED
 Date: MAY 22 2023
 By: _____

ITOGON, BENGUET
 MUNICIPAL AGRICULTURIST OFFICE
RECEIVED
 MAY 22 2023
 BY: JACKIE MALIS

HON. BERNARD S. WACLIN
 Municipal Mayor

RECEIVED
 MAY 22 2023

- BY: flw
 Copy furnished:
- HRM Office
 - All Department Heads
 - COA
 - All Punong Barangays
 - File

LOCAL CIVIL REGISTRY OFFICE
RECEIVED
 MAY 22 2023
 BY: _____

OFFICE OF THE MUN. ENGINEER
 PROVINCE OF BENGUET ITOGON
RECEIVED
 MAY 22 2023
 BY: HYLENE S. AMOS

MUNICIPAL PLANNING AND DEVELOPMENT OFFICE
RECEIVED
 MAY 22 2023

MUNICIPAL HEALTH SERVICES OFFICE
 Itogon, Benguet
RECEIVED
 MAY 22 2023

MACCO
RECEIVED
 MAY 22 2023

MSWDO
RECEIVED
 MAY 22 2023

BLGU-VIRAC - flw 5/22/23
 BLGU-AMPUCO - flw 5/22/23

PLGU-Tuans flw 5/22/23
 Laraman - flw 5/22/23