**SPECIAL ORDER No. 18**
Series of 2023

**TO:**  **MS. LAURIE F. PANGDA**
Social Welfare Officer II
Municipal Social Welfare and Development Office
This municipality

**SUBJECT:**  **DESIGNATION AS OFFICER-IN-CHARGE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**

Due to the Official Travel of the Municipal Social Welfare and Development Officer, MS. GRACE O. POCSOL along with other personnel of that office, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Social Welfare and Development Office effective August 14, 2023 up to August 18, 2023 unless this designation is sooner terminated/revoked, or extended through the issuance of another Order. As such, you shall maintain proper functioning of that office and ensure that appropriate services are delivered promptly to our clients. In relation thereto, you shall perform the hereunder enumerated ministerial functions only for the period covered.

1. Act on applications for the following:
   a. Leaves of Absence of MSWDO personnel;
   b. Travel orders including Itinerary of Travels;
   c. Issuance of certifications, certified true copy of documents and other type of documents, except those falling solely under the authority of the MSWD Officer.
2. Endorse/transmit official communications or documents to concerned offices or agencies;
3. Review Project Proposals, Training Designs, Case Studies, referrals and similar documents and shall transmit the same to the Office of the Local Chief Executive and/or other concerned offices/agencies as the case may be, for appropriate action; and
4. Sign documents for the procurement of goods such as Purchase Requests, Purchase Orders and Abstracts of Bid;

For proper information and guidance.

This 11th day of August, 2023 at Itogon, Benguet.

**HON. BERNARD S. WACLIN**
Municipal Mayor

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-HRM Office
-All Department Heads
-All Punong Barangays
-COA
-File