



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

FILE

Email: mayorsofficeitogon@gmail.com ✉ bernardwaclin08@gmail.com

SPECIAL ORDER NO. 20

Series of 2023

TO: MS. YOLANDA D. CARANTES
 Admin. Officer V
 Municipal Accounting Office
 This Municipality

RECEIVED
 M. P. D. O. ITOGON, BENGUET
 DATE: 09/04/23
 By: *JANILE*

SUBJECT: DESIGNATION AS IN-CHARGE OF THE MUNICIPAL ACCOUNTING OFFICE

In view of the maternity leave of the Municipal Accountant, **MS. FARIDA D. ROMILLO-MATEO**, you are hereby designated as **IN-CHARGE OF THE OFFICE OF THE MUNICIPAL ACCOUNTANT** effective **September 5 to December 18, 2023**. As such you shall ensure the functionality of the Office and maintain continuous service delivery. Further, you shall perform the herein enumerated ministerial functions for the period covered unless sooner terminated or extended on valid grounds or for reasons authorized by law:

1. Certify vouchers, accountant's advice, and availability of funds;
2. Act on the application for:
 - a. Leaves of absence of Municipal Accounting Office personnel,
 - b. Travel Orders and pass slips, and
 - c. Certifications such as withholding taxes certificate;
3. Sign transmittal letters for the information of concerned offices;
4. Sign documents relative to the procurement of goods and services for the Office; and
5. Attend meetings for and on behalf of the Municipal Accountant including the interview of applicants for vacant positions under the Office.

RECEIVED
 SEP 04 2023

This ORDER shall take effect on the start of the covered period.

Issued this 1st day of September, 2023.

BERNARD S. WACLIN
 Municipal Mayor

MUNICIPAL HEALTH SERVICES OFFICE
 Itogon, Benguet
RECEIVED
 By: *[Signature]*
 Date: **SEP 04 2023**

MUN. TREASURY OFFICE
RECEIVED
 SEP 04 2023
 By: *[Signature]*

Copy Furnished:
 - HRMO - *f* 9/4/23
 - All Departments

LOCAL CIVIL REGISTRY OFFICE
 Itogon, Benguet

Municipal Budget Office
Reda
SEP 04 2023
 by: *[Signature]*

OFFICE OF THE MUN. ENGINEER
 PROVINCE OF BENGUET ITOGON
RECEIVED
 SEP 04 2023
 BY: **HYLENE G. AMOS**

RECEIVED
 Date: **09/04/2023**
 By: *[Signature]*

New DP reg - 9/4/23

OFFICE OF THE AUDITOR
RECEIVED
 SEP 05 2023
 TEAM CAR-03 LGS-C

Received: Memo 9/7/23