



Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR



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SPECIAL ORDER: 07

Series of 2024

TO: MS. CHERRY ANN C CARANTES

Registration Officer II
Municipal Civil Registrar's Office
This Municipality

SUBJECT: DESIGNATION AS IN-CHARGE-OF THE MUNICIPAL CIVIL REGISTRAR'S OFFICE

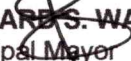
In the view of the official travel of our Municipal Civil Registrar, Ms. Thelma B. Bentres, you are hereby designated as **IN-CHARGE OF OFFICE** of the Municipal Civil Registrar's Office effective March 19, 2024 to March 22, 2024.

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 applicants for:
 - a. Leaves of Absence of the Municipal Civil Registrar's 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 March 2024


BERNARD S. WACLIN
Municipal Mayor

CC:

- HRM Section
- All Departments
- file