



Republic of the Philippines
Province of Benguet
Municipality of Itogon
OFFICE OF THE MUNICIPAL MAYOR
Email Address: mayorsofficeitogon@gmail.com



SPECIAL ORDER No. 15
Series of 2024

TO: MS. YOLANDA D. CARANTES
Administrative Officer V (Fiscal Examiner III)
Municipal Accounting Office
This municipality

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE MUNICIPAL ACCOUNTING OFFICE FOR SPECIFIC PERIOD.

In the interest of the service, and in view of the Official Travel of our Municipal Accountant, Attorney Farida D. Romillo-Mateo, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Accounting Office effective May 14, 2024 until May 17, 2024. Except for those specifically not allowed under applicable laws, rules and regulations, you shall perform the functions of the above designation in addition to your present duties and responsibilities and such others as may be assigned by the Local Chief Executive. You shall maintain proper functionality of that office to ensure efficient and continuous service delivery.

This designation shall take effect and shall continue to be in full force and effect for the period covered as above mentioned unless sooner revoked or extended through the issuance of an appropriate order.

For proper information and guidance.

Issued this 13th day of May 2024.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

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