



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



SPECIAL ORDER No. 19

Series of 2024

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

**SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE MUNICIPAL
PLANNING AND DEVELOPMENT OFFICE FOR A SPECIFIC PERIOD**

In the interest of the service, and in view of the Official Travel of our Municipal Planning and Development Coordinator, Engineer Imelda F. Nuguid who will be attending the Sisterhood Exchange Program at Guam, USA, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Planning and Development Office effective May 23, 2024, until May 28, 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. 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 mentioned above unless sooner revoked or extended through the issuance of an appropriate order.

For proper information and guidance.

Issued this 20th day of May 2024.

V.M. DANTE ALAIN XAVIER D. GODIO
OIC-Municipal Mayor

Copy furnished:

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