



**ADMINISTRATIVE ORDER NO. 06**  
Series 2019

**AN ADMINISTRATIVE ORDER GRANTING THE ADDITIONAL DUTIES AND  
FUNCTIONS OF THE MUNICIPAL ADMINISTRATOR OF THE LOCAL  
GOVERNMENT OF ITOGON, BENGUET PROVINCE**

**WHEREAS**, Section 480, Article 10 of the Local Government Code of 1991 specifies the regular powers, duties and functions of a Municipal Administrator;

**WHEREAS**, the duties and functions of the Municipal Administrator may be supplemented either through the issuance of a legislative measure or the issuance of an executive directives to expedite the delivery of supervisory and administrative services to the public,

**WHEREAS**, there is a need to institutionalize a mechanism where the functions and duties of the office of the Local Chief Executive are temporarily designated to the duly and authorized officials and employees of the Local Government like the municipal administrator in order to expedite the delivery of governmental services readily available to the public at all times,

**WHEREFORE, I, VICTORIO T. PALANGDAN**, by virtue of the powers vested in me by law as the Municipal Mayor of this Municipality, do hereby grant unto the Municipal Administrator, **ALOYSIUS G. KATO** additional powers, duties and functions to approve, sign and act on my behalf and in my absence the below-enumerated official administrative as well as executive documents; to wit:

- 1.) Itinerary of Travel, Travel Orders, Trip tickets and requests for RP vehicles within the municipality of Itogon, City of Baguio and other municipalities of the Province of Benguet, not exceeding three days travel period;
- 2.) Request for Certification on the Availability of Funds (CAF);
- 3.) Purchase request and ALOBS with an estimated amount of Php500,000.00 and below;
- 4.) Cheques amounting to Php500,000,00 and below;
- 5.) Salary applications of municipal employees;
- 6.) Sketch plans of municipal funded projects;
- 7.) Salary vouchers/payrolls;
- 8.) Permit to transport large cattle;
- 9.) Permit to buy and sell metal scraps;
- 10.) Endorsement of LCE actions to the local Sanggunian requiring legislative action;
- 11.) Endorsement of Job applications and intents to firms, corporations, etc;
- 12.) Office orders, instructions and directives;
- 13.) Memoranda and Notices;
- 14.) Mayor's clearance but not to include clearance on property and fiscal liabilities and accountabilities of retiring municipal elective or appointive officials or those whose employment are terminated by virtue of retirement, expiration of elective tenure/term or non-reelection to public services;
- 15.) Application for leave of absence not exceeding three (3) days;
- 16.) Mayor's clearance;

- 17.) Certifications (certificate of appearance/non-business and business closure);
- 18.) Business permits;
- 19.) Contractual permits;
- 20.) Working permits;
- 21.) Acceptance of Projects;
- 22.) Acceptance and Inspection Reports;
- 23.) Special/Social Permits;
- 24.) Report on Waste materials;
- 25.) Accomplishment reports;
- 26.) Acknowledgement receipts for Municipal Office properties and equipment's ( Memorandum Receipts);
- 27.) Memoranda and Notices;
- 28.) Pre-Repair and Inspection Reports;

This Order takes effect immediately.

Done this 2<sup>nd</sup> day of April 2019 in the Municipality of Itogon, Benguet Province.



**ATTY. VICTORIO T. PALANGDAN**  
Municipal Mayor

*Cc:*

- *Office of the Provincial Governor*
- *Sangguniang Bayan Office*
- *Municipal Departments/Offices*
- *MLGOO*
- *File*