



**ADMINISTRATIVE ORDER NO. 09**  
Series of 2024

**DESIGNATING MS. FLORIDA T. VELASCO, MUNICIPAL BUDGET OFFICER, AS  
MEMBER OF THE BIDS AND AWARDS COMMITTEE**

**WHEREAS**, a vacancy occurred in the Bids and Awards Committee following the separation to government service through retirement by the former Municipal Budget Officer, Ms. Veronica K. Comising;

**WHEREAS**, it is imperative to fill up said vacant position to ensure functionality of the Bids and Awards Committee in order to avoid undue delays in the procurement processes and awarding of contracts to winning bidders, that may hamper delivery of much needed programs and projects to our constituents;

**NOW THEREFORE**, by virtue of the powers vested in me by law, I, **BERNARD S. WACLIN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, hereby **ORDER** as follows:

**Section 1. Designation.** MS. FLORIDA T. VELASCO, Municipal Budget Officer, is hereby designated as MEMBER of the Bids and Awards Committee of the Municipality of Itogon in lieu of Ms. Veronica K. Comising who was separated from government service by reason of her retirement.

**Section 2. Term of Office.** Ms. Florida T. Velasco shall exercise the duties and functions pertaining to a member of the Bids and Awards Committee upon effectivity of this Order until the expiration of the term of her predecessor in accordance with the pertinent provisions of R.A. 9184 and its implementing rules and regulations.

**Section 3. Repealing Clause.** Section 1 of Administrative Order No. 26-2023 is hereby amended. All other Administrative Orders and executive issuances inconsistent with this ORDER or parts hereof are deemed repealed or modified accordingly.

**Section 5. Effectivity.** This Order shall take effect immediately.

**DONE** this 22<sup>nd</sup> day of April, 2024 at Itogon, Benguet.

**HON. BERNARD S. WACLIN**  
Municipal Mayor

Copy furnished:

- Ms. Florida T. Velasco
- The Bids and Awards Committee through  
Its Secretariat
- file