



Republic of the Philippines  
Province of Benguet  
Municipality of Itogon  
*Office of the Municipal Mayor*  
Email Address: [vic.palangdan@gmail.com](mailto:vic.palangdan@gmail.com)

**SPECIAL ORDER No. 02-2018**

Series of 2018

**TO: MS. LEONILA K. AMPAGUEY**  
Administrative Officer V  
Municipal Accounting Office  
This municipality

**SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE OFFICE OF THE  
MUNICIPAL ACCOUNTANT**

In view of the Maternity Leave by the Municipal Accountant, MS. FARIDA R. MATEO, you are hereby designated as OFFICER-IN-CHARGE of the Office of the Municipal Accountant effective January 12, 2018 up to March 12, 2018. As such, you shall temporarily manage the flow of office systems and procedures of that office for the period covered unless sooner terminated or extended on valid grounds or for reasons authorized by law.

Having been designated as OIC-Municipal Accountant, you are likewise entitled to the Representation and Travelling Allowance of a Department Head.

This **ORDER** shall take effect immediately.

Issued this 12<sup>th</sup> day of January, 2018.

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

Copy furnished:

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- All Department Heads
- COA
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