

Republic of the Philippines Province of Benguet Municipality of Itogon



OFFICE OF THE MUN. ENGR.
PROVINCE OF BENGUET
ITOGON

Office of the Municipal Mayor
Email Address: vic.palangdan@gmail.com

SPECIAL ORDER No. 05-2019 Series of 2019

TO: ENGR. CELESTINO C. DE PERALTA

Engineer II

Municipal Engineering Office

This municipality

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

In view of the Vacation Leave of the Municipal Engineer, ENGR. CHARLIE M. GAYASCO, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Engineering Office effective April 24, 2019 up to May 4, 2019. As such, you shall ensure proper functionality of that office for continuous service delivery and shall perform the hereunder enumerated ministerial functions only for the period covered unless sooner terminated or extended on valid grounds or for reasons authorized by law.

- 1. Act on applications for
 - a. Leaves of Absence of MEO personnel;
 - b. Travel orders
 - c. Certifications and other similar documents except those which only the Municipal Engineer has the sole authority to issue; and
 - d. Variation Orders.
- 2. Sign transmittal letters for the information of concerned offices:
- 3. Review Program of Works, Detailed Estimates, Plans and Specifications of infrastructure projects;
- Sign Purchase Requests, Purchase Orders and Abstracts of Bid for the procurement of goods;
- 5. Notify the Commission on Audit and other concerned parties of the schedule of post-inspection of completed projects;
- Upon post-inspection, determine if a certain civil work has been fully completed and implemented in accordance with its plans and specifications and thereafter, verify the completeness of all the necessary documents submitted for billing purposes, after which, shall recommend payment of said completed contract.

This ORDER shall take effect immediately.

Issued this 23rd day of April, 2019.

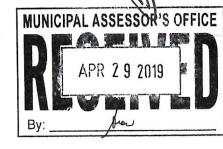
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BY:

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-HRM Office
-All Department Heads
-COA ALLBUNIANS BESSEL
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ATTY. VICTOR

Municipal May

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MHSO

4/29/2019

MM EGEIVE APR 2 3 2019

BY: 1



