



SPECIAL ORDER No. 03-2020

Series of 2020

TO: MS. CHERRY ANN C. CARANTES
Registration Officer I
Office of the Local Civil Registrar
This municipality

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE OFFICE OF THE LOCAL CIVIL REGISTRAR

In view of the absence of our Local Civil Registrar, MS. THELMA B. BENTRES who will be traveling abroad, you are hereby designated as OFFICER-IN-CHARGE of the Office of the Local Civil Registrar effective February 20, 2020 up to February 26, 2020. As such, you shall ensure proper functionality of that office to maintain 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 LCR personnel;
 - b. Travel orders
 - c. Certifications and other similar documents except those documents which only the Local Civil Registrar has the sole authority to issue;
2. Sign transmittal letters for the information of concerned offices;
3. Sign documents relative to the procurement of goods or supplies for the office.

This **ORDER** shall take effect immediately from the start of the period covered.

Issued this 18th day of February, 2020.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

- HRM Office
- All Department Heads
- COA
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