



Republic of the Philippines
Province of Benguet
Municipality of Itoگون
Office of the Municipal Mayor
Email Address: vic.palangdan@gmail.com

RECEIVED
DATE: _____
BY: _____

SPECIAL ORDER No. 07-2021
Series of 2021

TO: MR. FRANCISCO C. LICTAG
Planning Development Officer III
Municipal Planning and Development Office
This municipality

OFFICE OF THE MUN. ENGR.
PROVINCE OF BENGUET
ITOгон

RECEIVED
DATE: 9/7/21
TIME: 11:57 AM
BY: [Signature]

RECEIVED
DATE: SEP 07 2021
BY: [Signature]

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE MUNICIPAL PLANNING AND DEVELOPMENT OFFICE

In view of the leave of absence of our Municipal Planning and Development Coordinator, ENGR. IMELDA F. NUGUID, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Planning and Development Office effective September 7 to September 15, 2021. As such, you shall ensure proper functionality of that office and maintain continuous service delivery. Further, you 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 MPDO personnel;
 - b. Travel orders
 - c. Certifications and other similar documents except those documents which only the MPDC 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 7th day of September, 2021.

Received
9/7/2021
12:56 PM

MACCO
RECEIVED
SEP 07 2021
By: [Signature]

M.P.D.O.
RECEIVED
DATE: 9/07/21
BY: [Signature]
ITOгон, BENGUET

ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

MSWD
RECEIVED
SEP 07 2021
By: [Signature]

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SEP 07 2021
BY: [Signature]

Copy furnished:
-HRM Office [Signature]
-All Department Heads
-COA
-File

MUN. TREASURY OFFICE
RECEIVED
SEP 07 2021
By: [Signature]

LOCAL CIVIL REGISTRY OFFICE
RECEIVED
SEP 07 2021
BY: [Signature]

RECEIVED
SEP 07 2021
BY: [Signature]

received: Macco
[Signature]

9/7/2021
[Signature]