



Republic of the Philippines
Province of Benguet
Municipality of Itogon
Office of the Municipal Mayor

SPECIAL ORDER NO. 05
Series of 2023

TO: MARGARITA B. CANUTO
Local Treasury Operations Officer II
Municipal Treasury Office
This Municipality

SUBJECT: DESIGNATION AS IN-CHARGE OF THE MUNICIPAL TREASURY OFFICE

In view of the official travel of our Acting Municipal Treasurer, Ms. IRENE F. FERNANDO, you are hereby designated as IN-CHARGE OF OFFICE of the Municipal Treasury Office effective March 21 to March 24, 2023. 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 Municipal Treasury personnel;
 - b. Travel orders;
 - c. Certifications and other similar documents except those documents which only the Acting Municipal Treasurer 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;
4. Attend meetings for and in-behalf of the Acting Municipal Treasurer.

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

Issued this 20th day of March 2023.


BERNARD S. WACLIN
Municipal Mayor

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- All Department Heads
- COA
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