



Republic of the Philippines
Province of Benguet
Municipality of Itogon
OFFICE OF THE MUNICIPAL MAYOR
Email Address: mayorsofficeitogon@gmail.com

SPECIAL ORDER No. 13

Series of 2023

TO: HON. DANTE ALAIN XAVIER D. GODIO
Municipal Vice Mayor
This municipality

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

In accordance with section 46 (c) of the Local Government Code, you are hereby designated as Officer-in-Charge of the Office of the Municipal Mayor (OIC Municipal Mayor) effective May 24, 2023 up to May 29, 2023 due to my leave of absence on the afore-mentioned dates. As such, you are to discharge the administrative functions of the Local Chief Executive relative to the day-to-day operations of the local government, including but not limited to the following:

1. Sign and approve vouchers for payment of obligations including salaries and wages of municipal employees and personnel, if any;
2. Sign and approve vouchers and requisitions for the purchase of essential supplies;
3. Sign and approve Travel Orders;
4. Act on applications for leaves of municipal employees;
5. Attend meetings, conferences and similar activities in representation of the Office of the Municipal Mayor

The authority hereby granted exclude the power to appoint, suspend or dismiss municipal employees under the Executive Branch without prejudice however to the authority expressly granted to the Municipal Vice Mayor to appoint employees under the Legislative Department of the LGU.

Issued this 18th day of May, 2023.


HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

- SBO
- All Heads of Offices
- PNP;BJMP;BFP
- All Punong Barangays
- MLGOO
- File



PROVINCE OF BENGUET
OFFICE OF THE GOVERNOR

Poblacion, La Trinidad, Benguet 2601

Main: (telefax) 074-422-2004/ Admin: 074-422-2609/ Records:074-422-2132

AUTHORITY TO TRAVEL

TO WHOM IT MAY CONCERN:

This Authorizes the **Municipal Mayors of the Benguet Province** to travel in their private trip to **Hongkong - Macau, Special Administrative Region of China** from **May 24-29, 2023** for a short vacation in the said country.

This is to certify further that they filed their leaves covering the said period and duly approved by the undersigned. Moreover, except for the salary and other authorized benefits, no other expense shall be borne by the Provincial Government of Benguet relative to their personal travel.

This authority is issued to support the private travel of the following Honorable Municipal Mayors of Benguet Province, to wit:

HON. FRANKLIN L. SMITH	ATOK, BENGUET
HON. BILLY Y. RAYMUNDO	BAKUN, BENGUET
HON. THOMAS K. WALES, JR.	BOKOD, BENGUET
HON. RUBEN L. TINDA-AN	BUGUIAS, BENGUET
HON. BERNARD S. WACLIN	ITOGON, BENGUET
HON. FLORANTE B. BANTALES, JR.	KABAYAN, BENGUET
HON. MANNY E. FERMIN	KAPANGAN, BENGUET
HON. CESAR M. MOLITAS	KIBUNGAN, BENGUET
HON. ROMEO K. SALDA	LA TRINIDAD, BENGUET
HON. DARIO S. BANARIO	MANKAYAN. BENGUET
HON. ALFREDO P. DACUMOS	SABLAN. BENGUET
HON. CLARITA P. SAL-ONGAN	TUBA, BENGUET
HON. ARMANDO I. LAURO	TUBLAY, BENGUET

Issued this 18th day of May, 2023 at La Trinidad, Benguet Province, Philippines.


MELCHOR D. DICLAS, MD
Provincial Governor

/MDD/G

Email Address: benguet.governor@gmail.com

Website: <http://www.benguet.gov.ph/>



APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT MO-Itogon	2. NAME : (Last) WACLIN (First) BERNARD (Middle) SAGANDOY													
3. DATE OF FILING April 25, 2023	4. POSITION MUNICIPAL MAYOR	SALARY _____												
6. DETAILS OF APPLICATION														
6.A TYPE OF LEAVE TO BE AVAILED OF <input checked="" type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS) <input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended) <input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004) <input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005) <input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292) <input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010) <input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended) <input type="checkbox"/> Adoption Leave (R.A. No. 8552) <i>Others:</i> _____	6.B DETAILS OF LEAVE <i>In case of Vacation/Special Privilege Leave:</i> <input type="checkbox"/> Within the Philippines <input checked="" type="checkbox"/> Abroad (Specify) _ MACAO <i>In case of Sick Leave:</i> <input type="checkbox"/> In Hospital (Specify Illness) _____ <input type="checkbox"/> Out Patient (Specify Illness) _____ <i>In case of Special Leave Benefits for Women:</i> (Specify Illness) _____ <i>In case of Study Leave:</i> <input type="checkbox"/> Completion of Master's Degree <input type="checkbox"/> BAR/Board Examination Review <i>Other purpose:</i> <input type="checkbox"/> Monetization of Leave Credits <input type="checkbox"/> Terminal Leave													
6.C NUMBER OF WORKING DAYS APPLIED FOR 4 days INCLUSIVE DATES MAY 24-26 & 29, 2023	6.D COMMUTATION <input type="checkbox"/> Not Requested <input checked="" type="checkbox"/> Requested <div style="text-align: center;">HON. BERNARD S. WACLIN (Signature of Applicant)</div>													
7.A CERTIFICATION OF LEAVE CREDITS As of April 30, 2023 <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td><i>Total Earned</i></td> <td>12.500</td> <td>12.500</td> </tr> <tr> <td><i>Less this application</i></td> <td>-4.000</td> <td></td> </tr> <tr> <td>Balance</td> <td>8.500</td> <td>12.500</td> </tr> </tbody> </table> <div style="text-align: center;">EUSEBIA T. FIANZA Administrative Officer V (HRMO III)</div>		Vacation Leave	Sick Leave	<i>Total Earned</i>	12.500	12.500	<i>Less this application</i>	-4.000		Balance	8.500	12.500	7.B RECOMMENDATION <input type="checkbox"/> For approval <input type="checkbox"/> For disapproval due to _____ <div style="text-align: center;"> HON. MELCHOR D. DICLAS Provincial Governor</div>	
	Vacation Leave	Sick Leave												
<i>Total Earned</i>	12.500	12.500												
<i>Less this application</i>	-4.000													
Balance	8.500	12.500												
7.C APPROVED FOR: 4 days with pay _____ days without pay _____ others (Specify)	7.D DISAPPROVED DUE TO: _____ _____ <div style="text-align: center;"> HON. MELCHOR D. DICLAS Provincial Governor</div>													