



Republic of the Philippines
Province of Benguet
MUNICIPALITY OF ITOGON
Office of the Municipal Mayor
e-mail address:

mayorsofficeitogon@gmail.com; bernardwaclin08@gmail.com

Cellphone Nos. 09393268022/09171540194

FILE

HRMO RECEIVED
MAY 18 2023

By: B-BAYAN
MAY 17 2023

SPECIAL ORDER NO. 14
Series of 2023

RECEIVED
MAY 18 2023

TO: MARGARITA B. CANUTO
LTOO II
Municipal Treasury Office
This Municipality

BY: feji

M.P.D.O. RECEIVED
DATE: MAY 18 2023
BY: [Signature]

MUNICIPAL HEALTH SERVICES OFFICE
Itogon, Benguet
RECEIVED
Date: MAY 18 2023

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

In view of the official travel of our Municipal Treasurer, IRENE F. FERNANDO, you are hereby designated as IN-CHARGE-OF-OFFICE of the Municipal Treasury Office effective May 23, 2023 to May 26, 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.

MUNICIPAL TREASURY OFFICE
RECEIVED
MAY 18 2023
By: [Signature]

- Act on the application for:
 - Leaves of absence of Municipal Treasury personnel;
 - Travel Orders;
 - Certifications and other similar documents except for those documents which only the Municipal Treasurer has the sole authority to issue;
- Sign transmittal letters for the information of concerned offices;
- Sign documents relative to the procurement of goods or supplies for the Office; and
- Attend meetings for and on behalf of the Municipal Treasurer.

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

Issued this 18th day of May, 2023.

RECEIVED
MAY 18 2023
By: [Signature]

Sangguniang Bayan
Itogon, Benguet
RECEIVED
Date: MAY 18 2023
By: [Signature]

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

MUNICIPAL ASSESSOR'S OFFICE
RECEIVED
MAY 18 2023
By: [Signature]

CIVIL REGISTRY OFFICE
RECEIVED
MAY 18 2023
BY: [Signature]

OFFICE OF THE MUN. ENGINEER
PROVINCE OF BENGUET ITOGON
RECEIVED
MAY 18 2023
BY: HYLENE S. AMOS

MSWDO ALL
18/5/23