



Republic of the Philippines  
Province of Benguet  
Municipality of Itogon  
**OFFICE OF THE MUNICIPAL MAYOR**  
Email Address: [mayorsofficeitogn@gmail.com](mailto:mayorsofficeitogn@gmail.com)

FILE

**SPECIAL ORDER No. 16**  
Series of 2023

MUNICIPAL ASSESSOR'S OFFICE  
**RECEIVED**  
MAY 22 2023  
By: *[Signature]*

M. P. D. O.  
**RECEIVED**  
DATE: MAY 22 2023  
BY: *[Signature]*  
ITOGON, BENGUET

Sangguniang Bayan  
Itogon, Benguet  
RECEIVED  
Date: MAY 22 2023  
By: *[Signature]*  
Sangguniang Bayan  
Itogon, Benguet  
RECEIVED

**TO: MS. SHARON P. BAROA**  
Social Welfare Officer I  
Municipal Social Welfare and Development Office  
This municipality

**SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**

Due to the Official Travel of the Municipal Social Welfare and Development Officer, MS. GRACE O. POCSOL, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Social Welfare and Development Office effective May 23, 2023 up to May 26, 2023 unless this designation has been sooner terminated or extended for a longer period through the issuance of another Order. As such, you shall ensure proper functionality of that office for continuous service delivery and in addition, you shall perform the hereunder enumerated ministerial functions only for the period covered.

Itogon, Benguet  
**RECEIVED**  
MAY 22 2023  
By: *[Signature]*

MACCO  
**RECEIVED**  
MAY 22 2023  
By: *[Signature]*

MUN. TREASURY OFFICE  
**RECEIVED**  
MAY 22 2023

1. Act on applications for
  - a. Leaves of Absence of MSWDO personnel;
  - b. Travel orders including Itinerary of Travels;
  - c. Issuance of Certifications and other similar documents except those falling solely under the authority of the MSWDO.
2. Sign transmittal letters for the information of concerned offices;
3. Review Project Proposals, Training Designs and similar documents and shall transmit the same to the Office of the Local Chief Executive and other concerned offices/agencies for appropriate action; and Sign documents for the procurement of goods such as Purchase Requests, Purchase Orders and Abstracts of Bid;

**RECEIVED**  
MAY 22 2023  
By: *[Signature]*

BY: *[Signature]* For proper information and guidance.

**RECEIVED**  
MAY 22 2023  
By: *[Signature]*

M. P. D. O.  
**RECEIVED**  
DATE: 5/22/23  
BY: *[Signature]*  
MSWDO  
**RECEIVED**  
MAY 22 2023  
By: *[Signature]*

LOCAL CIVIL REGISTRY OFFICE  
**RECEIVED**  
MAY 22 2023  
BY: *[Signature]*  
Copy furnished:

ITOGON, BENGUET  
MUNICIPAL AGRICULTURIST OFFICE  
**RECEIVED**  
MAY 22 2023  
BY: *[Signature]*

**HON. BERNARD S. WAJLIN**  
Municipal Mayor

- HRM Office
- All Department Heads
- All Punong Barangays
- COA
- File

*[Handwritten notes]*  
Gumbay  
5/22/23

**RECEIVED**  
MAY 22 2023  
BY: *[Signature]*

OFFICE OF THE MUN. ENGINEER  
PROVINCE OF BENGUET ITOGON  
**RECEIVED**  
MAY 22 2023  
BY: HYLEL S. AMOS

PLGU-VIRHC - *[Signature]* 5/22/23  
PLGU-IMPRES - *[Signature]* 5/22/23  
PLGU-TRAND - *[Signature]* 5/22/23

*[Handwritten notes]*  
Lamin - *[Signature]* 5/22/23