



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

FILE
25 SEP 2023

SPECIAL ORDER No. 23
Series of 2023

MACCO
RECEIVED
SEP 25 2023

M. P. D. O.
RECEIVED.
DATE: SEP 24 2023
BY: [Signature]

TO: MS. CHERRY ANN C. CARANTES
Registration Officer II
Municipal Civil Registrar's Office
This municipality

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE MUNICIPAL CIVIL REGISTRAR'S OFFICE

Due to the Official Travel of the Municipal Civil Registrar, MS. THELMA B. BENTRES, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Civil Registrar's Office effective September 25, 2023 up to September 29, 2023 unless this designation is sooner terminated/revoked, or extended through the issuance of another Order. As such, you shall maintain proper functioning of that office and ensure that appropriate services are delivered promptly to our clients. In relation thereto, you shall perform the hereunder enumerated ministerial functions only for the period covered.

MUNICIPAL HEALTH SERVICES OFFICE
Itogon, Benguet
RECEIVED
By: [Signature]
SEP 25 2023

- Act on applications for the following:
 - Leaves of Absence of LCR personnel;
 - Travel orders including Itinerary of Travels;
 - Issuance of certifications, certified true copy of documents and other type of documents, except those falling solely under the authority of the Municipal Civil Registrar.
- Cause the processing of applications for marriage, recording of facts of birth, and death and issuance of civil registry documents;
- Endorse/transmit official communications or documents to concerned offices or agencies;
- Review Project Proposals, Training Designs, Case Studies, referrals and similar documents and shall transmit the same to the Office of the Local Chief Executive and/or other concerned offices/agencies as the case may be, for appropriate action; and
- Sign documents for the procurement of goods such as Purchase Requests, Purchase Orders and Abstracts of Bid;

MUN. TREASURY OFFICE
RECEIVED
SEP 25 2023
By: [Signature]

OFFICE OF THE AUDITOR
RECEIVED
SEP 26 2023
By: [Signature]

For proper information and guidance.

This 25th day of September, 2023 at Itogon, Benguet.

Municipality of Itogon
Human Resource Management Section
RECEIVED

By: [Signature]
Date: 9/25/2023
Tracking No.: [Signature]

LOCAL CIVIL REGISTRY OFFICE
Itogon, Benguet

RECEIVED
Date: 09/25/2023
By: [Signature]

HON. BERNARD S. WACLIN
Municipal Mayor

[Signature]
Amproco
09-26-23

Copy furnished:
OFFICE OF THE SANGGUNIANG BAYAN
Province of Benguet Itogon
RECEIVED
SEP 25 2023
MELCHOR O. CARINO

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

ITOGON, BENGUET
MUNICIPAL AGRICULTURIST OFFICE
RECEIVED
SEP 25 2023

OFFICE OF THE MUN. ENGINEER
PROVINCE OF BENGUET ITOGON
RECEIVED
SEP 25 2023
BY: HYLENE S. AMOS

MACCO - [Signature]
New to [Signature] 9/25/23

BY: [Signature]

[Signature]
9/26/2023



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Province of Benguet
Municipality of Itogon
OFFICE OF THE MUNICIPAL MAYOR

Email Address: mayorsofficeitogn@gmail.com

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Municipal Civil Registrar's Office
This municipality

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For proper information and guidance.

This 25th day of September, 2023 at Itogon, Benguet.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

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