

# Republic of the Philippines Province of Benguet Municipality of Itogon

### OFFICE OF THE MUNICIPAL MAYOR

Email Address: mayorsofficeitiogn@gmail.com

NIACCO CEIVE

SEP 2 5 7023



SPECIAL ORDER No. 23

Series of 2023

TO: MS. CHERRY ANN C. CARANTESY

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

wperform the hereunder enumerated ministerial functions only for the period covered.

1. Act on applications for the following:

a. Leaves of Absence of LCR personnel;

b. Travel orders including Itinerary of Travels;

c. 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.

2. Cause the processing of applications for marriage, recording of facts of birth, and death and issuance of civil registry documents;

3. Endorse/transmit official communications or documents to concerned offices or agencies:

4. 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:

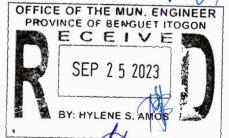
For proper information and guidance.

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

nicipality of Itogon Human Resource Management Section RECEIVED Tracking No.

LOCAL CIVIL REGISTRY OFFICE itegon, Benguet HRIM Office By -All Department Heads All Punong Barangays ITOGON, BENGUET -COA ES COLONIA TO THE SEP 2 5 2023

HON. BERNA S. WACLIN Municipal Mayor





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Registration Officer II

Municipal Civil Registrar's Office

This municipality

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CIVIL REGISTRAR'S OFFICE

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- 5. Sign documents for the procurement of goods such as Purchase Requests, Purchase Orders and Abstracts of Bid:

For proper information and guidance.

This 25<sup>th</sup> day of September, 2023 at Itogon, Benguet.

HON. BERHARD S. WACLIN Municipal Mayer

Copy furnished:

-HRM Office

-All Department Heads

-All Punong Barangays

-COA

-File