



Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

Email Address: mayorsofficeitogon@gmail.com

SPECIAL ORDER No. 25

Series of 2023

TO: ENGR. REX P. BALBALIN
Zoning Officer II
Municipal Planning and Development Office
This municipality

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

Due to the Official Travel of the Municipal Planning and Development Coordinator, ENGR. IMELDA F. NUGUID, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Planning and Development Office effective November 14, 2023 up to November 17, 2023. As such, you shall maintain proper functionality of that office to ensure efficient and continuous service delivery. Corollary thereto, you shall perform the hereunder enumerated ministerial functions for the period covered unless this designation is sooner terminated or extended for reasons authorized by law.

1. Act on applications for
 - a. Leaves of Absence of MPDO personnel;
 - b. Travel orders
 - c. Certifications and other similar documents, except those which fall solely under the authority of the MPDC.
2. Sign transmittal letters for the information of concerned offices;
3. Review Program of Works, Detailed Estimates, Plans and Specifications of infrastructure projects duly prepared by that office with the assistance of technical personnel under the MPDO;
4. Sign Purchase Requests and Purchase Orders for the procurement of goods and/or other common office supplies under the MPDO;
5. Within the period specified, shall represent the MPDC in all activities of the Project Monitoring Committee;
6. For Barangay-Funded Infrastructure Projects,
 - a. Shall notify the Commission on Audit and other concerned parties of the schedule of post-inspection of completed projects;
 - b. Upon post-inspection, determine if a certain civil work has been fully completed and implemented in accordance with its plans and specifications and thereafter, verify the completeness of all the necessary documents submitted for billing purposes, after which, shall recommend payment of said completed contract.

For proper information and guidance.

Issued this 10th day of November, 2023.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

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