



Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

Email Address: mayorsofficeitogon@gmail.com

SPECIAL ORDER No. 01

Series of 2024

TO: MS. FLORIDA T. VELASCO
Administrative Officer V (Budget Officer III)
Municipal Budget Office
This municipality

**SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE MUNICIPAL
BUDGET OFFICE**

In the interest of the service, and in view of the retirement of the Municipal Budget Officer, Ms. Veronica K. Comising, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Budget Office in concurrent capacity. As such, you shall perform the inherent functions of the above designation in addition to your present duties and responsibilities and such others as may be assigned by the Local Chief Executive. You shall maintain proper functionality of that office to ensure efficient and continuous service delivery.

As OIC-Municipal Budget Officer, you shall be entitled to receive Representation and Travelling Allowances, and such other emoluments duly authorized under existing laws, subject to regular budgeting and auditing rules.

This designation shall take effect immediately and shall continue to be in full force and effect until revoked in writing, or until a Municipal Budget Officer has been appointed but in no case shall such designation exceed a period of one (1) year pursuant to civil service laws, rules and regulations.

For proper information and guidance.

Issued this 3rd day of January, 2024.

HON. BERNARD S. WACLIN
Municipal Mayor

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