



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



SPECIAL ORDER No. 04
Series of 2024

TO: MS. VERONICA S. JOVEN
Local Treasury Operations Officer III
Municipal Treasury Office
This municipality

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

In the interest of the service, and in view of the absence of Ms. Irene F. Fernando, Municipal Treasurer who will be on Official Travel to attend the 88th PHALTRA National Convention, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Treasury Office from 20 February, 2024 to 23 February, 2024. Except for those specifically not allowed under applicable laws, rules and regulations, you shall perform the 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.

This designation shall take effect and shall continue to be in full force and effect for the period above mentioned unless sooner revoked or extended through the issuance of an appropriate order.

For proper information and guidance.

Issued this 16th day of February, 2024.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

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