



Republic of the Philippines  
Province of Benguet  
Municipality of Itogon

**OFFICE OF THE MUNICIPAL MAYOR**



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**SPECIAL ORDER NO. 08  
Series of 2023**

**TO: MS. YOLANDA D. CARANTES**  
Admin. Officer V  
Municipal Accounting Office  
This Municipality

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

In view of the seminar of the Municipal Accountant, you are hereby designated as Officer-in-charge of the Office of the Municipal Accountant on March 20-22, 2024. As such you shall ensure the functionality of the Office and maintain continuous service delivery. Further, you shall perform the herein enumerated ministerial functions for the period covered unless sooner terminated or extended on valid grounds or for reasons authorized by law:

1. Certify vouchers, accountant's advice, and availability of funds;
2. Act on the application for:
  - a. Leaves of absence of Municipal Accounting Office personnel,
  - b. Travel Orders and pass slips, and
  - c. Certifications such as withholding tax certificates;
3. Sign transmittal letters for the information of concerned offices;
4. Sign documents relative to the procurement of goods and services for the Office;
5. Attend meetings for and on behalf of the Municipal Accountant including the interview of applicants for vacant positions under the Office.

This ORDER shall take effect immediately.

Issued this 1<sup>9th</sup> day of March, 2024

**BERNARD S. WACLIN**  
Municipal Mayor

Copy furnished:

- HRMO
- All Departments
- File