



Republic of the Philippines
Province of Benguet
MUNICIPALITY OF ITOGON
Office of the Municipal Mayor



SPECIAL ORDER NO. 09

Series of 2024

TO: MRS. VERONICA S. JOVEN
Local Treasury Operations Officer III
MTO, Itogon, Benguet

RE: DESIGNATION TO TAKE CHARGE OF THE MUNICIPAL TREASURY OFFICE

In view of the official travel of the Municipal Treasurer, **MRS. IRENE F. FERNANDO** and **MRS. MARGARITA B. CANUTO**, Acting Assistant Municipal Treasurer, to attend the training on the Salient Features of Books I and IV of the Local Treasury Operations Manual (2nd Edition), you are hereby requested to take charge of the Municipal Treasury Office effective April 16, 2024 to April 18, 2024, unless this designation has been sooner terminated or extended for a longer period through the issuance of another order. As such, you shall ensure proper functionality of the said office for continuous service delivery and in addition, you shall perform the ministerial functions only for the period covered.

This **ORDER** shall take effect immediately from the start of the period covered.

Issued this 15th day of April 2024.

HON. BERNARD S. WACLIN
Municipal Mayor

Cf:

- *HRMO*
- *All concerned*
- *File*