



SPECIAL ORDER No. 11

Series of 2024

TO: MS. ROWENA C. CARIÑO
Budget Officer II
Municipal Budget Office
This municipality

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE MUNICIPAL BUDGET OFFICE AT THE DURATION OF THE OFFICIAL TRAVEL OF MS. FLORIDA T. VELASCO, MUNICIPAL BUDGET OFFICER.

In the interest of the service, and in view of the Official Travel of the Municipal Budget Officer, Ms. Florida T. Velasco to attend the 27st PHILLBO Annual Convention to be held at Cebu City, you are hereby designated as OFFICER-IN-CHARGE of the Municipal Budget Office from April 22 to 26, 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 covered as above mentioned unless sooner revoked or extended through the issuance of an appropriate order.

For proper information and guidance.

Issued this 17th day of April 2024.

HON. BERNARD S. WACLIN
Municipal Mayor

Copy furnished:

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