



SPECIAL ORDER No. 16
Series of 2024

TO: HON. DANTE ALAIN XAVIER D. GODIO
Municipal Vice Mayor
This municipality

SUBJECT: DESIGNATION AS OFFICER-IN-CHARGE OF THE OFFICE OF THE MUNICIPAL MAYOR.

In accordance with section 46 (c) of the Local Government Code, you are hereby designated as Officer-in-Charge of the Office of the Municipal Mayor (OIC Municipal Mayor) effective May 18, 2024 up to May 22, 2024 in my absence. As such, you are to discharge the administrative functions of the Local Chief Executive relative to the day-to-day operations of the local government, including but not limited to the following:

1. Sign and approve vouchers for payment of obligations including salaries and wages of municipal employees and personnel, if any;
2. Sign and approve vouchers and requisitions for the purchase of essential supplies;
3. Sign and approve Travel Orders;
4. Act on applications for leaves of municipal employees;
5. Attend meetings, conferences and similar activities in representation of the Office of the Municipal Mayor

The authority hereby granted shall be subject to limitations under applicable laws, rules and regulations relative to the exercise of the powers and functions appurtenant to the Office of the Municipal Mayor in an OIC capacity.

Issued this 14th day of May, 2024.

HON. BERNARD S. WACLIN
Municipal Mayor

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