



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



SPECIAL ORDER NO. 18

Series of 2024

TO: MRS. MARGARITA B. CANUTO
Local Treasury Operations Officer III
Acting Assistant Municipal Treasurer
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** to Guam, USA to attend the Sisterhood Exchange Program between the Municipality of Itogon and Mongmong-Toto-Maite, you are hereby requested to take charge of the Municipal Treasury Office effective May 23, 2024 to May 28, 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 17th day of May 2024.

HON. BERNARD S. WACLIN
Municipal Mayor

Cf:

- HRMO
- All concerned
- File