



OFFICE OF THE MAYOR

OFFICE ORDER NO. 01- A
Series of 2024

TO: **EnP. IRMA CONCEPCION M. AGUILING**
Municipal Planning and Development Coordinator
This Unit


SUBJECT: **CONCURRENT DESIGNATION AS MUNICIPAL ADMINISTRATOR**

DATE: **JANUARY 2, 2024**

Concurrent with your position and capacity as the Municipal Planning and Development Coordinator of the Local Government Unit of Amulung, you are designated as the Municipal Administrator effective January 1, 2024 and shall, in cases where the Local Chief Executive is on official travel and/or attending significant program or event, countersign checks drawn by the Municipal Treasurer and to approve legal documents for and on behalf of the Local Chief Executive limited to:

1. Disbursements of Regular Recurring Administrative Expenses (with reference to Section 39 of New Government Accounting System)
 - Payrolls for regular or permanent employees
 - Expenses for light, water, telephone, and telegraph services
 - Remittances to government creditor agencies such as GSIS, BIR, PhilHealth, LBP, DBP, NPO, PS of the DBM, and others
2. Disbursement Vouchers and Obligation Requests of the following:
 - Wages of Casual and Contractual/Job Order Employees/MFTs
 - Scholarship Program
 - Death Aid
 - AICS
 - ESA/SEA
 - Chronic Disease Assistance
 - All types of Cash Grant (Social Assistance)
 - Honoraria of Barangay Functionaries
 - Other Financial Assistance
3. Approval of other legal documents authorized by the Local Chief Executive:
 - Mayor's Certifications
 - Endorsement, Recommendation, and all types of communication
 - Travel Order of All Employees
 - Application for Leave
 - Purchase Request
 - Payrolls for Casual and Contractual/Job Order Employees/MFTs
 - Social Case Study
 - Payroll for the Honoraria of Barangay Functionaries
 - Training and Scholarship Application of Employees
 - Payroll of Scholars and other Educational Assistance
 - Cash Grant Eligibility

For compliance and information.


ELPIDIO R. RENDON
Municipal Mayor



"Serbisyonang may Pus"

