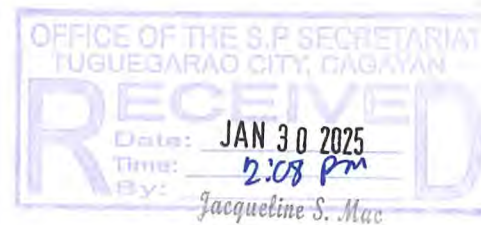




BAGONG PILIPINAS

Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



Phone number: 0953-588-3721 | email address: cmotuguegaraocity@gmail.com

OFFICE OF THE CITY MAYOR

30 January 2025

THE PRESIDING OFFICER AND MEMBERS

Sangguniang Panlungsod
This City

Dear *Presiding Officer and Members of the Sanggunian*:

We would like to request for a resolution authorizing Ms. Evelyn L. Canapi as one of the alternate signatories in authorized depository bank transactions.

For your information and appropriate action. Thank you and best regards.

In the name of public service,

MAILA ROSARIO S. TING-QUE
City Mayor

Copy furnished:

- *City Treasurer's Office*





Republic of the Philippines
Province of Cagayan
TUGUEGARAO CITY



OFFICE OF THE CITY TREASURER

Ground Floor, City Hall Bldg., Enrile Boulevard, Regional Government Center, Carig Sur, Tuguegarao City, Cagayan, 3500
Hotline No. 09276744777 / e-mail add: tuguegarao_city_treasury@yahoo.com

January 30, 2024

HON. MAILA ROSARIO S. TING-QUE

City Mayor

Tuguegarao City, Cagayan

Madam:

OFFICE OF THE CITY MAYOR

RECEIVED
JAN 30 2024

Date: 11:26 AM

Time: 11:26 AM

By: DEAN KENNETH BARTOLO

This has reference to the Department Personnel Order No. 043-2025 of the Department of Finance designating Ms. Evelyn L. Canapi, Local Treasury Operations Officer III, this Office, as the acting Assistant City Treasurer.

In view of this, may we please request for your indorsement to the Sangguniang Panlungsod requesting authority for Ms. Canapi as one of the alternate signatories in authorize depository bank transactions being the next in rank in the City Treasurer's Office in line with the Local Treasury Operations Manual 2nd Edition and the Government Accounting and Auditing Manual.

Thank you.

Very truly yours,

BUENAVENTURA F. LAGUNDI
City Treasurer



"Ang buwis na binabayaran, babalik ng serbisyo sa bayan"



Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Blvd. corner P. Ocampo St., 1004 Manila



DEPARTMENT PERSONNEL ORDER NO. 043.2025

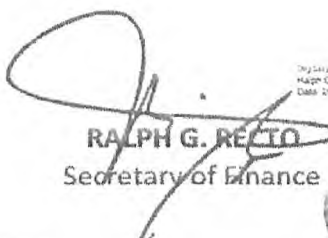
**DESIGNATION OF ACTING ASSISTANT CITY TREASURER
OF TUGUEGARAO CITY, CAGAYAN**

In the exigencies of the service and in view of the representations made by Mayor Maila Rosario S. Ting-que of Tuguegarao City, Cagayan and the Bureau of Local Government Finance (BLGF), **Ms. EVELYN L. CANAPI**, Local Treasury Operations Officer III, City Treasurer's Office, Tuguegarao City, Cagayan, is hereby **designated as Acting Assistant City Treasurer, same city, effective upon approval hereof and actual assumption thereof up to but not beyond a period of one (1) year**, unless sooner revoked, which should be reported to the BLGF Regional Office No. II, pending the appointment of a regular Assistant City Treasurer thereof.

Ms. Canapi shall be guided by the provisions of the Local Treasury Operations Manual (LTOM) 2nd Edition, and all applicable laws, rules and regulations necessary in the performance of her official duties and functions, including the bonding requirements, relative to this Order. As may be applicable, the turnover of office, together with cash, properties and equipment, books of accounts, including cash books and accountable forms, among others, shall be effected in accordance with the LTOM 2nd Edition and the Government Accounting and Auditing Manual.

As the Acting Assistant City Treasurer of Tuguegarao City, Cagayan, Ms. Canapi shall receive the representation allowance and/or transportation allowance (RA/TA) authorized for the Assistant City Treasurer position, including per diems if on official travel outside her station, subject to the usual auditing and accounting rules and regulations. Accordingly, she shall continue to receive her salary and other benefits commensurate to her position as Local Treasury Operations Officer III.

All issuances inconsistent herewith are hereby revoked. The BLGF shall provide all concerned with a copy of this Order for their reference and guidance.


RALPH G. RECTO
Secretary of Finance

Digitally signed by
Ralph G. Recto
Date: 2025.01.17

