



Republic of the Philippines  
 Province of Ilocos Sur  
**MUNICIPALITY OF NARVACAN**

**OFFICE OF THE SANGGUNIANG BAYAN 2019-2022**

Vice Mayor/Presiding Officer:

  
 HON. PABLO F. SANIDAD, SR.

Sangguniang Bayan Members:

  
 HON. EDNA C. SANIDAD

HON. JOSEPH A. TEJADA


  
 HON. JOVENNIANO B. AMPO, JR.

  
 HON. CHARITO C. VILORIA

HON. BERNADETTE C. LIM

  
 HON. LORETO C. CABALLES

  
 HON. EMILIANO C. CLARIN

  
 HON. REINA ALEXA V. ANTOLIN

ABC President:

  
 HON. ROMULO C. REA


SK Federated President:

  
 HON. JOEMAR GREY A. CABICO

Attested:

  
 MARIBEL C. CORRALES  
 SB Secretary

Approved:

  
 HON. LUIS "CHAVIT" C. SINGSON  
 Municipal Mayor

EXCERPTS FROM THE MINUTES OF THE SECOND REGULAR SESSION OF THE SANGGUNIANG BAYAN OF NARVACAN, ILOCOS SUR HELD ON JULY 8, 2019 AT THE MUNICIPAL SESSION HALL

**RESOLUTION NO. 07-SS**

Series of 2019

**A RESOLUTION AFFIRMING EXECUTIVE ORDER NO. 2-LCS ISSUED BY MAYOR LUIS C. SINGSON DESIGNATING MUNICIPAL ADMINISTRATOR ATTY. PABLO F. SANIDAD II AS HIS ALTERNATE SIGNATORY TO SIGN AND APPROVE DOCUMENTS FOR AND IN BEHALF OF THE MUNICIPAL MAYOR**

**WHEREAS**, Municipal Mayor Luis C. Singson, by Executive Order No. 2-LCS, dated July 1, 2019, in accordance with the provisions of Sec. 344 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991," in exigency of public service, designated Municipal Administrator, ATTY. PABLO F. SANIDAD II, as his alternate signatory to sign and approve documents for and in behalf of the Municipal Mayor, which according to the said Executive Order, shall include:

- a. Disbursement Documents/Vouchers – for bills, utilities, financial and medical assistance to indigents, pre-payment/cash advances and/or reimbursement of travelling expenses of employees, replenishment of petty cash of employees and remittances to government institutions such as GSIS, PAG-IBIG, HDMF, etc., payrolls and corresponding cash advances for salaries and wages;
- b. Checks – for bills, utilities, financial and medical assistance to indigents, pre-payment/cash advances and/or reimbursement of travelling expenses of employees, replenishment of petty cash of employees and remittances to government institutions such as GSIS, PAG-IBIG, HDMF, etc., payrolls and corresponding cash advances for salaries and wages;
- c. Permits – such as Business Permits, Mayor's Clearances and other Special Permits;
- d. Applications for Leave and Clearances: and
- e. Any official documents that may be legally delegated to Atty. Pablo F. Sanidad II as the official alternate signatory to sign and approve documents for and in behalf of Luis C. Singson, Municipal Mayor, in his absence and/or official travel;

**WHEREAS**, such designation is made by virtue of Sec. 344 of Republic Act. No. 7160, which provides that in case of temporary absence or incapacity of the department head or chief of office, the officer next-in-rank shall automatically perform his functions and he shall be fully responsible thereof;



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Municipal Mayor

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WHEREAS, the Sangguniang Bayan recognizes that the Municipal Administrator is considered that next-in-rank in the Office of the Mayor, and therefore shall be responsible in administering the functions of the Local Chief Executive in case of temporary absence;

NOW THEREFORE, on motion duly seconded, **BE IT RESOLVED AS IT IS HEREBY RESOLVED** to **AFFIRM** Executive Order No. 2-LCS, date July 1, 2019, issued by Municipal Mayor Luis C. Singson designating Municipal Administrator, **ATTY. PABLO F. SANIDAD II** as his alternate signatory to sign and approve documents for and in behalf of the Municipal Mayor.

**RESOLVED FURTHER**, that a copy of this Resolution shall be furnished to all Municipal Offices and appropriate agencies concerned for their information.

**PASSED AND APPROVED.**