



Republic of the Philippines  
Province of Benguet

## MUNICIPALITY OF LA TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

**SPECIAL ORDER No.** 001-2017

To: **GRACE DAODAO**  
LRCO II

Subject: **Designation as Supply Officer of the Strawberry Valley Hotel and Restaurant (SVHR)**

Date: **January 03, 2017**

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You are hereby designated as SUPPLY OFFICER/CASHIER of the STRAWBERRY VALLEY HOTEL AND RESTAURANT (SVHR) effective JANUARY 03, 2017. As such you are designated to perform the following functions:

- a. Purchase and procure all supplies, materials and equipments as needed by the SVHR;
- b. Maintain an inventory of supplies, materials and equipment of the SVHR;
- c. Disburse supplies, materials and equipment as needed;
- d. Record the issuance of supplies, materials, and/or equipment to other employees;
- e. Maintains stocks and replenishes stocks when necessary;
- f. Liquidate all purchases made for the SVHR;
- g. Receive and disburse all payment due to and owed by the SVHR;
- h. Remit all collections of the SVHR to the Municipal Treasury on a daily basis;

For your information and compliance.

  
**ROMEO K. SALDA**  
Municipal Mayor