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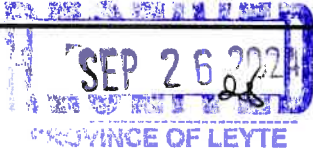


Republic of the Philippines
PROVINCE OF LEYTE
Tacloban City

Item No.: 30
Date: 01 2024 OCT

OFFICE OF THE PROVINCIAL TREASURER

SANGGUNIANG PANLALAWIGAN



September 26, 2024

THE SANGGUNIANG PANLALAWIGAN
Province of Leyte

THRU: LEONARDO M. JAVIER, JR.
Vice Governor

Dear Sirs/Mesdames:

In line with the record updating of all bank accounts of the Province of Leyte, we would like to request for a Resolution designating **MS. AMOR MARIE C. VELOSO - Legal Officer III** as duly authorized alternate signatory of **MS. RUTH Y. SURPIA - Provincial Treasurer** of all bank accounts maintained in Development Bank of the Philippines-Tacloban, Landbank of the Philippines-Sagkahan branch and Landbank of the Philippines-Real branch. Please see attached Executive Order No. 09-01-2024 for reference.

I hope that this request will merit your most favorable response.

Thank you very much.

Very truly yours,

RUTH Y. SURPIA
Provincial Treasurer



OFFICE OF THE PROVINCIAL GOVERNOR
CARLOS JERICHO L. PETILLA

EXECUTIVE ORDER NO. 09-01-2024
Series of 2024

AN ORDER GRANTING AUTHORITY TO MS. RUTH Y. SURPIA, PROVINCIAL TREASURER, ATTY. AMOR MARIE C. VELOSO, ATTORNEY III AND MS. CZARENAH PEACH F. REBDUBLA, ADMINISTRATIVE OFFICER III TO PERFORM ADDITIONAL DUTIES, FUNCTIONS AND RESPONSIBILITIES AS MAY BE PROVIDED HEREIN.

WHEREAS, on December 23, 2022 Ms. **RUTH Y. SURPIA** was appointed as **Provincial Treasurer** of said Province;

NOW, THEREFORE, I, CARLOS JERICHO L. PETILLA, Provincial Governor of the Province of Leyte, by virtue of the powers vested in me by law, do hereby order and authorize, **Ms. RUTH Y. SURPIA, the duly appointed Provincial Treasurer, Province of Leyte**, to do and perform the following duties, functions responsibilities:

1. Take charge and supervise the revenue generation activities of the Provincial Government of Leyte:
 - a. Exercise technical supervision over revenue generation efforts and concerns of the component local governments of the Province of Leyte;
 - b. Sign and approve the requisition and issuance voucher (RIV) of accountable forms submitted by the Municipal Treasurers; and
 - c. Intensify all activities on tax generation and collections efforts.
2. Sign daily time records (DTRs) of the employees in the Provincial Treasurer's office;
3. Sign purchase request and supporting procurement documents;
4. Attend meeting as member of the Local Finance Committee, Department Heads meetings and all other meetings as may be required;



5. Sign and/or certify all duly processed financial documents, such as, but not limited to, disbursement voucher vouchers, checks and all other supporting papers pertaining to the financial transactions of the Provincial Government of Leyte;
6. Perform all other functions that may be assigned by the Provincial Governor.

Further, **Atty. AMOR MARIE C. VELOS, Attorney III** and **Ms. CZARENAH PEACH F. REDUBLA, Administrative Officer III**, in the exigency and interest of service in the Provincial Treasurer's Office, are hereby designated, in the absence of the Provincial Treasurer, as **ALTERNATE AUTHORIZED SIGNATORIES** and shall perform and exercise the following functions to sustain the continuity of the said office operations, viz.:

1. Sign regular disbursement vouchers for salary and wage payrolls of employees and ADA;
2. Sign withdrawal and disbursement checks relative to salaries, PERA and all other authorized expenditures/transactions of the Provincial Government of Leyte deemed necessary and urgent;
3. Sign disbursement checks for remittances to all government agencies regardless of the amount.
4. Perform such other functions that may be assigned by the Provincial Governor.

This Order shall take effect immediately and all prior issuances inconsistent herewith are hereby revoked or modified accordingly.

Issued this 20 SEP 2024 day 2024, Palo, Leyte, Province of Leyte.


CARLOS JERICHO L. PETILLA
Governor 

Copy furnished:

- *All Departments*
- *The Provincial Auditor*
- *All Concerned National Government Agencies*
- *All Concerned Depository Banks*