

MEMO 2023

MEMO NUMBER	SUBJECT
001	ROMIDA NAAG / RECORDS OFFICER II DESIGNATION AS ACTING ASSISTANT MUNICIPAL ASSESSOR
001-A	ALL DEPARTMENT HEADS / MONTHLY MEETING
002	EMMANUEL E. DE GUZMAN DESIGNATION AS AGRICULTURAL BANNER PROGRAMS MUN. OFFICER
003	KAREN B. ANTUERPIA DESIGNATION AS MUNICIPAL HIGH VALUE COMMERCIAL CROPS DEVELOPMENT PROGRAM (HVCCDP) COORDINATOR.
004	ALYSSA G. SARMIENTO DESIGNATION AS MUNICIPAL RICE PROGRAM COORDINATOR.
005	RAMIL C. GAVARRA (JO) DESIGNATION AS MUNICIPAL FISHERIES COORDINATOR
006	ALL LOCAL SCHOOL BOARD EMERGENCY MEETING
007	ALL DEPARTMENT HEADS PHYSICAL INVENTORY PLAN (PIP) FOR PROPERTY, PLANT AND EQUIPMENT (PPE)
008	ALL LOCAL HEALTH BOARD MEMBERS 1st QUARTERLY MEETING
008-A	ALL LOCAL HEALTH BOARD MEMBERS AND MADAC JOINT HEALTH BOARD & MADAC 1st QUARTERLY MEETING
009-A	ALL SOLID WASTE MANAGEMENT BOARD EMERGENCY MEETING
010	JOINT MEETING OF MPOC, MDRRM & MTF-ELCAC
011	PERFORMANCE IMPLEMENTATION REVIEW
012	ALL DEPARTMENT HEADS MEETING / SPECIAL MEETING
013	SUSPENSION OF CLASSES
014	DEPARTMENT HEAD MONTHLY MEETING (FEB. 06, 2023)
015	FELIX BENEMERITO JR. / DETAILMENT
016	LORENA G. ZUNIEGA / ADDITIONAL FUNCTION
017	ALL DEPARTMENT HEADS / WAKE OF THE LATE HON. EMILIO G. UBALDO
018	ALL PARANGAY CAPTAINS / RESCHEDULED PERFORMANCE IMPLEMENTATION REVIEW (PIR)
019	PCPL ROLESA RHEALYN NOGALES / DESIGNATION AS ANTI-DRUG ABUSE COUNCIL (ADAC) FOCAL PERSON
020	ALL SGLG - TWG MEMBERS MEETING (FEB. 28, 2023)
021-A	RICHARD P. ARISGA / DETAILMENT MDRRM
021	2023 NATL. WOMENS MONTH CELEBRATION
022	ALL DEPARTMENT HEADS MONTHLY MEETING
023	ALL LOCAL HEALTH BOARD MEMBERS / REGULAR MEETING
024	MDRRMC REGULAR MEETING

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025	ALL SANGGUNIANG BAYAN MEMBERS MPDO, MBO, MEO, MENRO, MASSO, MTO, MSWPO MDRRMO, TOURISM BUSINESS OWNERS / PUBLIC CONSULTATION
026	ALL SCHOOL BOARD MEMBERS / REGULAR MEETING
027	ALL MPOC MEMBERS / REGULAR MEETING
028	ALL CHAIRMAN, VICE CHAIRMAN, & CO-CHAIRMAN OF MATUNOG FESTIVAL COMMITTEES.
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031	WORK SUSPENSION WOULD BE HELD ON MARCH 30 IN THE AFTERNOON TO MARCH 31, 2023.
032	ALL CHAIRMAN, VICE CHAIRMAN, CO-CHAIRMAN & ADHOC COMMITTEE OF MATUNOG FESTIVAL 2023 / MEETING.
033-A	ALYSSA G. SARMIENTO / DESIGNATION AS MUN. SAAD FOCAL PERSON
033	CHAIRMAN OF PEACE IN ORDER COUNCIL, PNP, AFP, CSU, MDRRMO
034	ALL CHAIRMAN, VICE CHAIRMAN, CO-CHAIRMAN OF MATUNOG FESTIVAL COMMITTEES.
035	HON. EMILIO G. URBALDO III : ALL DEPARTMENT HEADS SUBMISSION OF CY 2024 BUDGET PROPOSALS
036	ALL REGULAR EMPLOYEES / RELEASE OF LGU EMPLOYEES CLOTHING ALLOWANCE
036-A	MEETING ALL CHAIRMAN, VICE CHAIRMAN, CO-CHAIRMAN & ADHOC COMMITTEE OF MATUNOG FESTIVAL 2023 REV. FR. BURT SARE, MATUNOG PARISH PRIEST
037	MAVENTA OFFICERS AND MEMBERS MEETING
038	MR. HANNIFER A. GINE / DESIGNATION AS MUTYA NG MATUNOG CONSULTANT AND HEAD TRAINER.
039	PROJECT PRESENTATION
040	ALL CHAIRMAN, VICE CHAIRMAN, CO-CHAIRMAN & ADHOC COMMITTEE OF MATUNOG FESTIVAL 2023 / EMERGENCY MEETING
041	MEMBERS OF MUNICIPAL PEACE AND ORDER COUNCIL MEMBERS OF MUNICIPAL ANTI-DRUG ABUSE COUNCIL.
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043	LCPC MEMBERS LCAT-VAWC MEMBERS / MEETING

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044	DEPARTMENT HEADS TREE AND MANGROVE PLANTING.
045	DEPARTMENT HEADS / REGULAR MEETING MAY 22, 2023
046-A	ALL CHAIRMAN, VICE CHAIRMAN, CO-CHAIRMAN & ADHOC COMMITTEE OF MATROG FESTIVAL 2023 REV. FR. BURT - M
046	DEPARTMENT HEADS MONTHLY MEETING
047	STATEMENTS OF ASSETS, LIABILITIES AND NET WORTH (SALN)
048	ALL DEPARTMENT HEAD ALL SGLG - TWO MEMBERS
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051	ALL DEPARTMENT HEADS ALL SGLG - TWO MEMBERS. / MEETING
052	INDEPENDENCE DAY CELEBRATION
053	COA AUDIT EXIT CONFERENCE
054	PROVINCIAL GOVERNOR'S TOWN VISIT
055	NOTICE OF MEETING ALL DEPARTMENT HEADS.
056	ALL LGU JO WORKERS / PERSONNEL MEETING
057	MUNICIPAL NUTRITION COUNCIL / NOTICE OF MEETING
058	ALL DEPARTMENT HEADS / NOTICE OF MEETING
059	MUNICIPAL NUTRITION COUNCIL / NOTICE OF MEETING
060	MAD, MEMRO, MEO, MHO, MPDC / NOTICE MEETING
061	RESCHEDULE OF MEETING / RESCHEDULED MEETING
061-A	CHADY M. CERBITO / ADDITIONAL MANPOWER
062	BENCHMARKING ACTIVITY
063	ALL MEMBERS OF MUNICIPAL PEACE AND ORDER COUNCIL AND ANTI DRUG ABUSE COUNCIL / JOINT MEETING
064	ALL MUNICIPAL ADVISORY COMMITTEE MEMBERS / REGULAR MEETING
065	ALL LOCAL HEALTH BOARD MEMBERS / RESCHEDULE OF MEETING
066	MEETING OF THE BOARD DIRECTOR OF MATROG WATER DISTRICT
067	CONSULTATION FOR THE ADOPT-A MUNICIPALITY PROGRAM
068	MUNICIPAL CENSUS COORDINATING BOARD MEMBERS.
069	PHILIP G. GABEWO JOB ORDER
	DETAILED TO THE RURAL HEALTH UNIT AS AMOUANCE DRIVER.

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070	DIONEDEL A. FIGUEROA DESIGNATION AS ACTING HUMAN RESOURCE MGT. OFFICER (HRMO)
071	ENGR. CIRION G. MANUEL MONITORING AND INSPECTION OF ALL INFRASTRUCTURE PROJECTS.
072-A	KAREN B. ANTUERPIA DESIGNATION AS SGLG MUNICIPAL FOCAL PERSON
072	ALL DEPARTMENT HEADS RELEASE OF OFFICIAL DOCUMENTS
073	ALLEN MAYOT ADDITIONAL FUNCTION
074	ALL DEPARTMENT HEADS MEETING
075	NEW MATNOC MUNICIPAL POLICE STATION STAKEHOLDERS MEETING.
076	MUNICIPAL NUTRITION COUNCIL REGULAR MEETING
077	JOINT MEETING ALL MEMBERS OF MPOC AND MADAC
078	CRISTINA B. DIÑO DESIGNATION OF H.R. OFFICER
079	NANCY GARDON TRANSFER OF ASSIGNMENT
080	ALL DEPARTMENT HEADS GIS INFORMATION CAMPAIGN
081	ERIC XAVIER DE GUZMAN Administrative Aide I DETAILMENT
082	ALL DEPARTMENT HEADS ZOOM MEETING
083	ALL OFFICIALS AND EMPLOYEES LGU MATNOC OFFICIAL TRAVEL
084	MUNICIPAL TREASURER ALL COLLECTORS MEETING
085	LORENA G. ZUNIEGA PUBLIC INFORMATION OFFICER - DESIGNATION
086	