



## OFFICE OF THE MUNICIPAL MAYOR

Memorandum No. 001 - 2023

**TO:** ALL DEPARTMENT HEADS  
**FROM:** THE LOCAL CHIEF EXECUTIVE  
**SUBJECT:** MONTHLY MEETING  
**DATE:** January 06, 2023

Please be informed that we will be having a **DEPARTMENT HEADS MONTHLY MEETING** on **January 09, 2022** at the **Mayor's Office** at **8:30 o'clock in the morning**. In view hereof, you are hereby directed to attend the said meeting.

**Agendas:**

1. Operation of Business One Stop Shop (BOSS)
2. Establishment and Operation of Building Permit and Certificates of Occupancy One Stop Shop (BPCOSS)
3. Updates on proposed LGU Loan for Holding Area
4. Updates on CBMS Implementation
5. Updates on and needed documents for DRRAP and FALGU 2021 for Subaybayan portal uploading
6. Status of FY 2022 RCSP Projects
7. Inventory of Property, Plant and Equipment
8. Philippine Multi-Sectoral Nutrition Project (PMNP)
9. Updates on Dengue Cases
10. Hiring of Pharmacist for Botika ng Sorsoganon
11. Vacant Positions in MEO and MASSO
12. Synchronous Alarm System
13. Other Matters

**Your attendance is highly required.**

By the authority of the Mayor:

**DIONEBEL A. FIGUEROA**  
Municipal Administrator

cc.

*Josephine Bautista (SB Secretary):* \_\_\_\_\_  
*Rick Francisco (LCR):* \_\_\_\_\_  
*Chady Cerbito (MSWDO):* \_\_\_\_\_  
*Engr. Cirdion Manuel (MEO):* \_\_\_\_\_  
*Emmanuel De Guzman (MAO):* \_\_\_\_\_  
*Arch. Joselito Garrido (MPDO):* \_\_\_\_\_  
*Eden Frivaldo (MTO):* \_\_\_\_\_  
*Rebecca Delloso (MBO):* \_\_\_\_\_  
*Lenie Cabili (MACCO):* \_\_\_\_\_  
*Ramon Gacis Jr. (MASSO):* \_\_\_\_\_  
*Marivic Escanilla (MNAO):* \_\_\_\_\_  
*Jayson Calamdag (MCC):* \_\_\_\_\_  
*Jay Gallano (MDRRMO):* \_\_\_\_\_  
*Dr. Rossana Galeria (MHO):* \_\_\_\_\_  
*Bobby Gigantone (TOURISM):* \_\_\_\_\_



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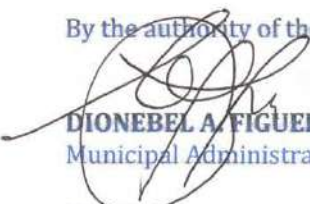
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Josephine Bautista (SB Secretary):	01-06-23	Rapandaque
Rick Francisco (LCR):	01-06-23	Imeduro
Chady Cerbito (MSWDO):	01-06-23	Amor
Engr. Cirdion Manuel (MEO):	01-06-23	Supillo
Emmanuel De Guzman (MAO):	01-06-23	Estayser
Arch. Joselito Garrido (MPDO):	01-06-23	Ferrero
Eden Frivaldo (MTO):	1-6-23	Alfonso
Rebecca Delloso (MBO):	01-06-23	Alfonso
Lenie Cabili (MACCO):	01-06-23	Alfonso
Ramon Gacis Jr. (MASSO):	01-06-23	Alfonso
Marivic Escanilla (MNAO):	1-06-23	Alfonso
Jayson Calamdag (MCC):		
Jay Galiano (MDRRMO):	01-6-23	Alfonso
Dr. Rossana Galeria (MHO):	01-6-23	Alfonso
Bobby Gigantone (TOURISM):	1-6-23	Alfonso