



## OFFICE OF THE MUNICIPAL MAYOR

Memorandum No. 016 - 2023

**TO:** LORENA G. ZUNIEGA

**FROM:** MUNICIPAL MAYOR

**SUBJECT:** ADDITIONAL FUNCTION

**DATE:** FEBRUARY 08, 2023

Be informed that aside from your regular function as Clerk II in the Office of the Municipal Engineer, you shall likewise function as MENRO ADMIN OFFICER. As support staff to the MENRO, you shall perform the tasks assigned to you by our MENRO Designate ENGR. DARIUS F. DE GUZMAN.

This memorandum shall take effect immediately and shall be valid until December 31, 2023 unless earlier revoked.

For strict compliance.

By The Authority of the Honorable Mayor:

  
**DIONEBEL A. FIGUEROA**  
Municipal Administrator

