



OFFICE OF THE MUNICIPAL MAYOR

Memorandum no. 021

TO: ALL LGU-MATNOG EMPLOYEES AND OFFICIALS

FROM: LOCAL CHIEF EXECUTIVE

SUBJECT: WORK SUSPENSION

Date: March 28, 2023

In order to give the officials and employees sufficient time to prepare for the historic "Launching of the Joint Memorandum Circular (JMC) on the Implementation of Measures to Address the Congestion In and Around the Vicinity of the Port of Matnog" that would be held on March 31, 2023 at the lobby of the Municipal building, Gadgaron Matnog, Sorsogon, work in government offices is hereby suspended starting on March 30 in the afternoon and March 31, 2023.

However, those offices whose functions involve the delivery of basic and health services, preparedness/response to disasters, and/or the performance of other vital services shall continue with their operations and render the necessary services.

For your information and guidance.

[Signature]
CATTLEMAN M. SO
Municipal Mayor

REF: RHO to



- SB:
- MACO: *[Signature]* 3/28/23 1:28am
- MBO:
- MFO: *[Signature]*
- MSWB: *[Signature]* 3/28/23
- MAD: *[Signature]* 3/28/23
- MPO: *[Signature]* 3/28/23
- LLCA: *[Signature]*
- LCA: *[Signature]* 3/28/23
- MASSO:
- MEO: *[Signature]* 3/28/23

