



OFFICE OF THE MUNICIPAL MAYOR

Memorandum No. 058 - 2023

TO: ALL DEPARTMENT HEADS
FROM: THE LOCAL CHIEF EXECUTIVE
SUBJECT: NOTICE OF MEETING
DATE: JULY 11, 2023

Please be informed that we will be having a Department Heads Emergency Meeting today, **July 11, 2023 at 11:00 o'clock in the morning** at the **Office of the Mayor, Gadgaron Matnog, Sorsogon**. In view hereof, you are hereby directed to attend the said meeting.

Your attendance is highly required.

CATTLEYA M. SO
Municipal Mayor

- cc:
- Josephine Bautista, SB Secretary
 - Rick Francisco, LCR
 - Chady Cerbito, MSWDO
 - Engr. Cirdion Manuel, MEO
 - Emmanuel De Guzman, MAO
 - Arch. Joselito Garrido, MPDC
 - Eden Frivaldo, MTO
 - Dionebel Figueroa, MBO- Designate
 - Lenie Cabili, MACCO
 - Ramon Gacis Jr., MASSO
 - Marivic Escanilla, MNAO
 - Jayson Calamdag, MCC
 - Jay Gallano, MDRRMO
 - Dr. Rossana Galeria, MHO
 - Neil Alvin Dioquino, MLGOO, DILG
 - Delen Hurtado, Tourism Officer

[Handwritten signatures and dates on lined paper]

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OFFICE OF THE MUNICIPAL AGRICULTURIST
LGU-MATNOG, SORSOGON
RECEIVED
DATE: 7-11-23
TIME: 11:15 AM
BY: JSEC c. Gallano