



# OFFICE OF THE MUNICIPAL MAYOR

Memorandum No. 072 - 2023

**TO:** ALL LGU DEPARTMENT HEADS

**FROM:** THE LOCAL CHIEF EXECUTIVE

**SUBJECT:** RELEASE OF OFFICIAL DOCUMENTS

**DATE:** September 6, 2023

This administration recognizes the right of the people to information on matters of public concern, and adopts and implements a policy of full public disclosure of all transactions involving the best interest of the public. However, data from government offices are often sensitive, important and necessitate careful consideration prior to being disclosed or released.

In view of this, all offices are hereby ordered to course all documentary requests to the Office of the Mayor and seek the approval of the LCE prior to the release of any and all documents being requested.

For STRICT compliance.



**CATLEYA M. SO**  
Municipal Mayor

- cc:
- Josephine Bautista, SB Secretary
  - Rick Francisco, LCR
  - Candy Cerbito, MSWDO
  - Engr. Cirdion Manuel, MEO
  - Engr. Emmanuel De Guzman, MAO
  - Arch. Joselito Garrido, MPDO
  - Eden Frivaldo, MTO
  - Dionebel A. Figueroa, MBO
  - Lenie Cabili, MACCO
  - Ramon Gacis Jr., MASSO
  - Marivic Escanilla, MNAO
  - Jayson Calamdag, MCC
  - Jay Gallano, MDRRMO
  - Dr. Rossana Galeria, MHO
  - Sherwin Pacardo, Tourism Officer

for: [Signature] 9-6-23 12:08

fn: [Signature] 9-6-23

Received by: [Signature] 09-06-23

Prepared by: [Signature] 09-06-23

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Christine P. Escanilla, RM RN 9/6/23 - 03:03 PM

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