



Republic of the Philippines  
MUNICIPALITY OF MATINA  
Province of Sorsogon

## OFFICE OF THE MUNICIPAL MAYOR

**Memorandum No. 078 - 2023**

**TO: CRISTINA B. DIÑO**

**FROM: THE LOCAL CHIEF EXECUTIVE**

**SUBJECT: DESIGNATION OF H.R OFFICER**

**DATE: September 14, 2023**

In the exigency of the service you are hereby designated as the new H.R Officer. You are advised to settle your pending duties and responsibilities in your present assignment and coordinate properly with your immediate supervisor regarding these order.

Any order inconsistent with this is hereby repealed,

This takes effect immediate upon receipt.

  
**CATTLEYA M. SO**  
Municipal Mayor

9/14/23

J. Ojeda