



OFFICE OF THE MUNICIPAL MAYOR

Memorandum No. 081 – 2023

TO: ERIC XAVIER DE GUZMAN
Administrative Aide I

FROM: THE LOCAL CHIEF EXECUTIVE

SUBJECT: DETAILMENT

DATE: Sept. 20, 2023

You are hereby detailed at the Office of the Municipal Mayor to do the following duties:


1. Disseminate, receive and consolidate documents from the Seal of Good Local Governance (SGLG) Committee;
2. deliver outgoing communications of the Office of the Mayor and;
3. do other duties assign by the immediate superior.

You are expected to perform the tasks and functions attached to this detailment. This shall take effect upon receipt and shall be valid until revoked by the undersigned.

For strict compliance.


CATTLEYA M. SO
Municipal Mayor

Cc: MTO
MTO Economic
M.O
201 file

 9/20/23 1:03pm
9/20/23 1:15 pm

Received

Eric JG 1:26pm
9/20/23