



OFFICE OF THE MUNICIPAL MAYOR

Memorandum No. 083 - 2023

TO: ALL OFFICIALS AND EMPLOYEES
LGU MATNOG

FROM: THE LOCAL CHIEF EXECUTIVE

THRU THE MUNICIPAL ADMINISTRATOR

SUBJECT: OFFICIAL TRAVEL

DATE: SEPT. 21, 2023

This is in line with the updating of the liquidation process of all cash advances incurred by some officials and employees.

It is hereby ordered that those concerned who up until now have failed to liquidate their previous cash advances are temporarily prohibited from attending future official travels.

Be advised that all succeeding official travel requests shall bear in it a certification from the municipal accountant that the requesting official/employees is cleared from all cash advance charged to official travel expenses.

Exempt from this order are official travels duly authorized by the Local Chief Executive that are deemed necessary.

For strict compliance.

This Memorandum Order takes effect immediately.

FOR THE LOCAL CHIEF EXECUTIVE:


UBALDO M. UBALDO
Municipal Administrator

Rick Francisco, LCR
Chady Cerbito, MSWDO ✓
Engr. Cirdion Manuel, MEO
Emmanuel De Guzman, MAO
Arch. Joselito Garrido, MPDO
Eden Frivaldo, MTO
Dionebel Figueroa, MBO
Lenie Cabili, MACCO
Ramon Gacis Jr., MASSO
Marivic Escanilla, MNAO
Jay Gallano, MDRRMO
Dr. Rossana Galeria, MHO

tr: Espingardo 9/21/23 10:10 am
tr: m / 09/22/23 10:17 am
for: 9/22/23 10:19 am
9/22/23
9-22-23
9/22/23 10:25 am
9/22/23
9/22/23 10:24 AM
9-22-23
9-22-23 10:41 AM
9-22-23