



OFFICE OF THE MUNICIPAL MAYOR

Memorandum No. 70 - 2023

TO: DIONEDEL A. FIGUEROA
Municipal Budget Officer

FROM: LOCAL CHIEF EXECUTIVE

SUBJECT: DESIGNATION AS ACTING HUMAN RESOURCE MANAGEMENT OFFICER (HRMO)

DATE: JULY 31, 2023

En line with the Study Leave of Absence filed by JAYSON G. CALAMDAG, our HRMO-Designate, which took effect on July 31, 2023, the said position was left vacant and given the need and sensitivity of said position it must then be filled-up immediately, albeit temporarily.

In view of the above, you are hereby designated as our Acting Human Resource Management Officer (HRMO). You are expected to perform the tasks and functions attached to this position. This shall take effect upon receipt and shall be valid until revoked by the authorities concerned.

For compliance.


CATTLEYA M. SO
Municipal Mayor

CC:

HRMO 201 File
CSC Sorsogon Field Office

Received: 