



OFFICE OF THE MUNICIPAL MAYOR

MEMORANDUM No. 71

TO: ENGR. CIRDION G. MANUEL
Municipal Engineer

FROM: LOCAL CHIEF EXECUTIVE

SUBJECT: Monitoring and Inspection of All
Infrastructure Projects

DATE: September 5, 2023

The Office of the Municipal Engineer is primarily mandated to oversee, monitor and administer all infrastructure developments within the town.

In view of this, you are hereby directed to conduct regular monitoring, evaluation and study of all infrastructure projects implemented from the time of my assumption to the present, whether locally, provincially, regionally or nationally funded, both finished or ongoing, and secure all pertinent documents with relation to them. You are to create an inventory of all such projects, make evaluation reports for each and submit to my office for my perusal.

For strict compliance.


CATTLEYA M. SO
Municipal Mayor

