



OFFICE OF THE MUNICIPAL MAYOR

Memorandum Order No. 001 - 2023

TO : **ROMIDA G. NAAG**
Records Officer II

FROM : **THE LOCAL CHIEF EXECUTIVE**

SUBJECT : **DESIGNATION AS ACTING ASSISTANT MUNICIPAL ASSESSOR**

DATE : **JANUARY 3, 2023**

Effective today, 03 January 2023, and in relation to Memorandum Order No. 01-2022 dated July 4, 2022, your designation as ACTING ASSISTANT MUNICIPAL ASSESSOR is hereby extended unless revoked by the undersigned. This is to facilitate the continuous and non-disruption of the day-to-day transaction of the office.

As such, you shall perform the duties and functions of the Assistant Municipal Assessor as mandated by law in your official capacity.

This designation entitles you to receive the Representation and Travel Allowance (RATA) and other allowances and remunerations relative to the position.

For your information and guidance.


CATTLEYA M. SO
Municipal Mayor

cc: - MTO
- MACCO
- MBO
- MASSO
- HRMO
- File



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ROMIDA G. NAAG 01-10-2023
1:32 pm