



OFFICE OF THE MUNICIPAL MAYOR

MEMORANDUM ORDER NO. 072-A S. 2023

To : **KAREN B. ANTUERPIA**
Agricultural Technologist

From : **Local Chief Executive**

Subject : **Designation as SGLG Municipal Focal Person**

Date : **September 14, 2023**

In the exigency of the service and in addition to your regular function as Agricultural Technologist, you are hereby Designated as SGLG Municipal Focal Person. As such you are ordered to report to the Office of the Mayor every Tuesday and Thursdays, starting September 19, 2023, to perform the following functions:

- a. Maintain the SGLG data bank;
- b. Facilitate the distribution of certified forms and the collection thereof and other required documents and documentations; and
- c. Liaise and coordinate with all concerned offices and agencies.

This designation is without change in salaries and benefits received.

9/19/2023


CATTLEYA M. SO
Municipal Mayor