Republic of the Philippines
Province of Palawan
Municipality of Taytay
OFFICE OF THE MAYOR

MEMORANDUM ORDER NO. 021A
Series of 2025

FOR: **FERLENE JAY M. FENIX**
Admin. Officer III (Records Officer II)

FROM: **CHRISTIAN V. RODRIGUEZ**
Municipal Mayor

DATE: **February 20, 2025**

SUBJECT: **DESIGNATION AS OFFICER-IN-CHARGE, MGSO**

You are hereby designated as Officer-In-Charge, Municipal General Services Office effective February 24-25, 2025 while the Head of Office is on official travel.

You are further authorized to sign and received memos and other communication from other offices, sign withdrawal slips for fuels and lubricants, withdrawal of goods to supplier, Official Leave, Trip Tickets, Official Business/Travel Order, IAR, RIS, PR, ObR, and attend meeting as necessary, except documents that needs further study.

For your guidance and strict compliance.

CHRISTIAN V. RODRIGUEZ
Municipal Mayor

Copy furnished:

MO _____
ACCOUNTING _____
MBO _____
HRMO _____
ADMIN _____

MAYORS OFFICE
RECEIVED
BY:
DATE: 02/21/25
TIME: 04:55pm
MUNICIPALITY OF TAYTAY