Republic of the Philippines
Province of Palawan
Municipality of Taytay

OFFICE OF THE MUNICIPAL MAYOR

MEMORANDUM ORDER No. 035
Series of 2025

FOR : **ENGR. MANUEL O. CONFESOR**
Municipal General Services Officer

FROM : **The MUNICIPAL MAYOR**

DATE : **February 20, 2025**

SUBJECT : **AS STATED**

It has been several months past that the ceiling-fixed air-conditioning unit in the Office of the Municipal Mayor had malfunctioned and had been reported to your Office for immediate action. To date, no concrete action from your Office had been felt.

In this regard, you are hereby directed to explain within twenty-four (24) hours upon receipt of this Order why no administrative sanction shall be imposed upon you for dereliction of duty.

For your strict compliance.

CHRISTIAN V. RODRIGUEZ
Municipal Mayor