Republic of the Philippines
Province of Palawan
Municipality of Taytay

OFFICE OF THE MUNICIPAL MAYOR

Memorandum Order No: 20 E
Series of 2025

TO : **VICKY LUBO**
Statistician Aide

DATE : February 3, 2025

SUBJECT : As Stated

In exigency of service and in compliance with JMC No. 2024-01 (5.2), Revise Guidelines on the Localization of the Magna Carta of Women - Establishment and Maintenance of GAD Database, you are hereby directed to perform as follows:

Area of Assignment : Barangay LIBERTAD
Effectivity : February 3, 2025 – June 30, 2025
Duties and Functions :

1. Perform as GAD Enumerator in Barangay Libertad
2. Attend Enumerator's Training/Workshop.
3. Interview/collect/gather data of all household member/s in assigned area using GAD Database Survey Form;
4. Gather in the assigned barangay Six (6) household profiles including all its composition every working day.
5. Attend Monthly Meeting called upon by Project Development Assistant for updating, monitoring, validation and additional instruction/s;
6. Return to the household and complete the missing information, if there's any, after validation conducted by the Project Development Assistant.
7. Prepare an updated Barangay Spot Map.
8. Take responsibility/accountability of the GAD Database Survey Forms and other supplies; and
9. Submit Monthly Accomplishment Report to the Project Development Assistant.
10. Perform other tasks as mandated.

For strict compliance.

CHRISTIAN V. RODRIGUEZ
Municipal Mayor