Province of Palawan
Municipality of Taytay

OFFICE OF THE MUNICIPAL MAYOR

MEMORANDUM NO: 033-A
Series of 2023

TO : **PUNONG BARANGAYS**
This Municipality

DATE : **MARCH 14, 2023**

SUBJECT : **REQUEST FOR AUTHORITY TO TRAVEL**

In the exigency of public service and in order to come up with an effective and efficient system relative hereto, the filing of application for Travel Authority must be submitted to the undersigned **at least three (3) days before** the scheduled date of travel.

No post-travel authority shall be issued. Further, Travel Authority issued to any Punong Barangay may be recalled by the Local Chief Executive or his duly authorized representative, in case of emergency and/ or natural or human-induced disaster.

This Memorandum shall take effect immediately.

For your strict compliance.

CHRISTIAN V. RODRIGUEZ
Municipal Mayor

mrsTravelAuthority