Municipality of Taytay

OFFICE OF THE MUNICIPAL MAYOR

MEMORANDUM NO: 036
Series of 2023

TO : **SECRETARIAT/FOCAL PERSONS**
Local Special Bodies, Committees and Programs
This Municipality

DATE : **MARCH 15, 2023**

SUBJECT : **SUBMISSION OF SYNOPSIS**

To promote transparency and enhance public engagement, all secretariat and/or focal persons of Local Special Bodies, Committees, and Programs are hereby directed to submit a brief synopsis of each ongoing and concluded activity to the Municipal Government of Taytay Palawan Facebook Page. This will help disseminate the latest news to the public regarding our achievements and milestones and encourage the use of our official website and social media platform. The synopsis should be submitted immediately through chat and must include the following information:

For ongoing activity:

i. Activity title, venue, and start time;
ii. Brief description of the activity, including goals and objectives;
iii. Key participants.

For concluded activity:

i. Activity title, venue, and start time;
ii. Brief description of the activity;
iii. Key participants; and
iv. Highlights of the activity.

Please include photographs to accompany the synopsis.

This Memorandum shall take effect immediately.

For your strict compliance.

CHRISTIAN V. RODRIGUEZ
Municipal Mayor