Republic of the Philippines
Province of Palawan
Municipality of Taytay

OFFICE OF THE MUNICIPAL MAYOR

MEMORANDUM ORDER No. 085
Series of 2023

FOR	:	**GEORGE P. BALOFIÑOS** **Executive Assistant I**
FROM	:	**THE MUNICIPAL MAYOR**
DATE	:	**JULY 27, 2023**
SUBJECT	:	**AS STATED**

In the exigency of public service, you are hereby directed to include, as addition to your regular duties and functions, the following tasks, to wit:

1. Coordinate and assist our Cooperative Development Specialist, Mr. Joel M. Gomez on the implementation of his office's plans, programs and activities (PPAs).
2. Join the office's conduct of activities like PMES, trainings/seminars, orientations, assessments and the like in barangays.
3. Assist CDS Gomez in the formulation of PPAs for consideration by the undersigned for their implementation.
4. The above-mentioned tasks shall be part of your Accomplishment Report.

This Memorandum takes effect immediately.

For your compliance.

CHRISTIAN V. RODRIGUEZ
Municipal Mayor

Copy furnished:

- Ms. Elviera C. Magon
  Municipal Human Resource Management Officer

- Mr. Joel M. Gomez
  Cooperative Development Specialist II