Republic of the Philippines
Province of Palawan
Municipality of Taytay
OFFICE OF THE MAYOR

RECEIVED
OFFICE OF THE SUPPORT SERVICES
DATE: 10/2/23 9:27 a
RECEIVED BY:

OFFICE OF THE VICE MAYOR
RECEIVED:
DATE: Oct. 3, 2023

MEMORANDUM ORDER No. 0101
Series of 2023

FOR : **ROBINSON P. MORALES**
Municipal Administrator

FROM : **Municipal Mayor**

DATE : **October 2, 2023**

SUBJECT : **DESIGNATION AS OFFICER-IN-CHARGE, OFFICE OF THE MUNICIPAL MAYOR**

DSWA OFFICE
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DATE: 10/03/23
BY:

MSWD OFFICE
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DATE: 10/3
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In the exigency of public service and to ensure smooth office transactions, you are hereby designated as Officer-in-Charge, Office of the Municipal Mayor while the undersigned is out of station on Official Business effective Tuesday, October 3, 2023 until such time that the undersigned returns and assumes office.

As such, you are tasked to perform the duties, functions and responsibilities of the Municipal Mayor.

For your information and guidance.

Received by: 10/3/2023

CHRISTIAN V. RODRIGUEZ
Municipal Mayor

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OCT 03 2023

Received by: 10/3/2023 9:10 AM

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TAYTAY, PALAWAN
ACCOUNTING DEPARTMENT
RECEIVED
DATE: 10-3-2023
9:05 AM

HUMAN RESOURCE MANAGEMENT OFFICE
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OCT 03 2023
BY:

Received by: 10/3/23

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