Republic of the Phillipines
Province of Palawan
Municipality of Taytay

OFFICE OF THE MUNICIPAL MAYOR

December 1, 2023

MEMORANDUM ORDER No. 0120
Series of 2023

To: **Mr. JOB JERIEL M. PENA**
Administrative Aide III

Subject: **AS STATED**

In the exigency of the service so requiring, you are hereby allowed to travel and attend the **2-day Assessment and Planning Workshop** at **Bernies Staycation Guest House, Puerto Princesa City** on **December 5-8, 2023**. As such, you are expected to perform duties and responsibilities bestowed therein in addition to functions entrusted to you by your superior.

In this concurrence, therefore, you are allowed to claim travelling expenses and other incidental expenses which shall be chargeable against the corresponding appropriation, subject to the existing audit and accounting rules and regulations.

Compliance is hereby enjoined.

CHRISTIAN V. RODRIGUEZ
Municipal Mayor

Received by: Job Jeriel M. Pena