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

MEMORANDUM ORDER No. 025
Series of 2023

FOR : **ELVIERA C. MAGON**
MUN. HRMO

FROM : **Municipal Mayor**

DATE : **December 15, 2023**

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

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 Monday, December 18, 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.

CHRISTIAN V. RODRIGUEZ
Municipal Mayor