



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF BANSUD**  
Bansud, Oriental Mindoro

## OFFICE OF THE MUNICIPAL MAYOR

05 January 2021

### MEMORANDUM:


**No:** 2021 - 02


**To:** MR. JOVY M. ABALOS  
Administrative Assistant II

**SUBJECT:** ADDITIONAL DUTIES AND RESPONSIBILITIES

In addition to your duties and responsibilities as Administrative Assistant of the municipality of Bansud, you are hereby designated as the Official Canvasser of all scheduled Procurement of the Municipal Government of Bansud effective upon receipt hereof.

Please be guided accordingly.

  
1/4/2021

  
**RONALDO M. MORADA**  
Municipal Mayor  
Head of Procuring Entity