



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

OFFICE OF THE MUNICIPAL MAYOR

04 January 2021

MEMORANDUM:

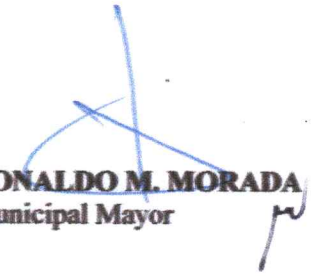
No: 2021 - 04

To: MR. LEO M. CAPAPAS
Security Agent I

SUBJECT: DESIGNATION AS EXECUTIVE ASSISTANT TO THE
MUNICIPAL MAYOR

In the exigency of the service and to assist and guide the administration in the smooth operations of the Office of the Municipal Mayor, you are hereby designated as **EXECUTIVE ASSISTANT** effective upon receipt hereof. As such, you shall provide administrative and technical assistance to the undersigned and the rest of the staff of the said office.

Compliance is hereby enjoined.


RONALDO M. MORADA
Municipal Mayor

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1. All Departments