



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD

OFFICE OF THE MUNICIPAL MAYOR

22 February 2021

MEMORANDUM

NO : 2021-20
TO : All Concerned
SUBJECT : **CREATION OF A MUNICIPAL TECHNICAL WORKING GROUP (MTWG) ON THE DOCUMENTATION/TITLING OF ACQUIRED LAND OF THE MUNICIPAL GOVERNMENT OF BANSUD**

As per information from the concerned departments/offices that there are still lands acquired by the Municipal Government of Bansud that are not yet titled in the name of the municipality. To protect the interest of the municipality, there is an urgent need to act on the documentation/titling of the municipal properties.

In this regard, a Municipal Technical Working Group is hereby created to be composed of the following:

Chairperson : MR. MANUEL I. REGENCIA
Municipal Planning & Development Coordinator

Vice-Chairperson : MR. JIMMY R. RIVERA
Municipal Administrator

Members : HON. CRISPIN E. CABRAL
SB Committee Chairperson on Land Use

ATTY. LARRY M. QUINTON
Secretary to the Sangguniang Bayan

ENGR. NONILON Q. MATIRA
Municipal Engineer

MS. SUSAN R. GUTIERREZ
Municipal Budget Officer

MR. CRISELDO A. NUESTRO
Municipal Accountant

MS. ELENA H. UY
Municipal Treasurer

MR. ADRIAN ANSON S. CALINAO
Local Assessment Operation Officer

A Secretariat is also created to be composed of the following:

MS. MARY ROSE S. AMBOY
Assistant Registration Officer

MS. IREN T. CARCOSIA
Assessment Clerk I

MS. MICHELLE J. RAMOS
Administrative Officer VI

MS. JANETH F. ESPELETA
HRMO II

MR. LEO M. CAPAPAS
Executive Assistant

Functions of the Municipal Technical Working Group

1. Prepare the strategic plan including the budgetary requirements
2. Oversee the implementation of the plan
3. Conduct meetings/consultations and invite resource persons
4. Recommend course of actions
5. Coordinate with concerned local departments/offices, provincial departments/offices and national government agencies
6. Prepare and submit reports
7. Perform other functions necessary in the completion of activities

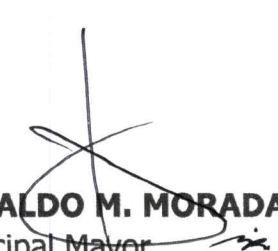
Function of the Secretariat

1. Gather and compile all papers, documents, plans, titles and other available data pertaining to the lands owned by the municipality
2. Prepare inventory report of land owned by the Municipality of Bansud
3. Conduct ocular inspection of the lands to see the present actual use
4. Prepare and present report to the committee
5. Other tasks to be assigned from time to time

The Municipal Budget Officer is hereby directed to allocate funds for the project.

Your usual cooperation is highly appreciated.

Thank you.


RONALDO M. MORADA
Municipal Mayor