



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD

OFFICE OF THE MUNICIPAL MAYOR

17 March 2021

MEMORANDUM:

NO : 2021 - 26
TO : **ALL DEPARTMENT HEADS**
SUBJECT : **DISINFECTION OF THE MUNICIPAL BUILDING
AND OTHER GOVERNMENT FACILITIES**

As part of our continuing effort of safety and health precautionary measures against Covid-19 and with the obtaining situation of rising cases of Covid, the undersigned deemed it necessary and proper to conduct and undertake disinfection of all government facilities including municipal hall and other vital municipal streets of Poblacion and other build-up areas.

Relative with this, all heads of offices are hereby ordered to inform their respective employees that beginning tomorrow March 18, 2021 until Friday March 19, 2021, all government offices will be temporarily closed to give way to disinfection activities. Hence, unauthorized employees will not be allowed to enter the premises of the Municipal Hall including other offices during the said period.

All Municipal Officials and Employees are hereby advised to report back to work on Monday, March 22, 2021, but please be reminded that employees with unfinished work during the week shall work from home to meet the deadline.

Please be guided accordingly.


RONALDO M. MORADA
Municipal Mayor