



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD

OFFICE OF THE MUNICIPAL MAYOR

26 March 2021

MEMORANDUM:

NO : 2021 - 27

TO : HON. RICO B. TOLENTINO
Municipal Vice Mayor

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

In view of the sick leave of absence/home quarantine of the undersigned, you are hereby designated as Officer-In-Charge of the Office of the Mayor effective March 29, 2021 until my return back to work. As such, you shall perform the duties and responsibilities of the office except those that should only be acted upon by the undersigned.

For your information and reference.


RONALDO M. MORADA
Municipal Mayor

Copy Furnished:

1. *All Departments/Offices*
2. *Department of the Interior and Local Government (DILG)*
3. *Office of the Provincial Governor*
4. *Philippine National Police*
5. *All Barangay Captains*