



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

**OFFICE OF THE MUNICIPAL MAYOR**

23 April 2021

**MEMORANDUM**

**NO** : 2021-31  
**TO** : All Concerned  
**SUBJECT** : **OFFICIAL VISIT OF THE SANGGUNIANG BAYAN OF  
SABLAYAN, OCCIDENTAL MINDORO ON MAY17-18, 2021**

The Municipal Government of Bansud will be hosting the above subject with the objectives of bench marking activities and observe our best practices in local governance.

As official visitors of the municipality, we have to accommodate them with the best Bansud hospitality and a positive image of the town showing them our development tagline of "Simple Lang Ang Gusto Natin; Malinis, Maunlad at Mapayapang Bayan Ng Bansud."

To ensure the success of the activity, working committees are hereby created as follows:

1. Over-all Coordination - Hon. Rico B. Tolentino  
*Municipal Vice Mayor*
2. Plan and Program Preparation and Activities Coordination - Mr. Manuel I. Regencia  
*Municipal Planning and Development Coordinator*
3. Sablayan Entourage Coordination - Ms. Janeth F. Espeleta
4. Welcoming - Mr. Jimmy R. Rivera  
*Municipal Administrator*  
SB Members & PNP
5. Health Protocols - Dr. Mario O. Sales  
*Municipal Health Officer*
6. Sangguniang Bayan Session and Presentations - Atty. Larry Quinton  
*SB Secretary*  
Mr. Jimmy R. Rivera  
Mr. Manuel I. Regencia
7. Venue Preparation - General Services Office
8. Usherette and Garlands - Ms. Pilar R. Vitto  
*MHRMO*

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| 9. Meals and Snacks  | - | Ms. Michelle J. Ramos<br>Ms. Gilda G. Sarenas                                   |
| 10. Documentations and Attendance  | - | Ms. Charity L. Javier<br>Ms. Nimfa I. Bautista<br>Mr. Kevin Clark M. Fajutagana |
| 11. Cleanliness Orderliness and Sanitation of Venue and Sound System/Standby Power Generator | - | Engr. Nonilon Q. Matira<br><i>Municipal Engineer</i>                            |
| 12. Accommodation  | - | Ms. Roshiem M. Manato – MMBRTC<br>SB Staff                                      |
| 13. Tables/Chairs/Catering Services  | - | General Service Office  |
| 14. Race Track Preparation   | - | Engr. Cliffren M. Fonte   |
| 15. Token  | - | Engr. Sonny Boy m. Manato<br><i>Municipal Agriculturist</i>                     |
| 16. Flag Raising Ceremony and Program  | - | Ms. Pilar R. Vitto  |

All departments/offices are requested to clean and tidy up your offices as the visitors will be going around.

For any concerns please coordinate with the Vice Mayor and the Municipal Planning and Development Coordinator.

Your usual cooperation is highly appreciated.

  
**RONALDO N. MORADA**  
 Municipal Mayor