



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

**OFFICE OF THE MUNICIPAL MAYOR**

18 June 2021

**MEMORANDUM:**


**NO** : 2021 - 041

**TO** : **MR. JIMMY R. RIVERA**  
Municipal Administrator

**SUBJECT** : **DESIGNATION AS PROPERTY OFFICER**

In the exigency of service and in line with our objective of providing effective and efficient services to our clientele, you are hereby designated as Property Officer in addition to your duties and responsibilities as Municipal Administrator of the Municipal Government of Bansud for the time being that the Property Officer was on Quarantine Leave due to Covid-19. As such, you shall accept and affixed your signature in all procurements and deliveries on the dates specified on the quarantine leave.

For your information and appropriate action

  
**RONALDO M. MORADA**  
Municipal Mayor