



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

**OFFICE OF THE MUNICIPAL MAYOR**

04 August 2021

**MEMORANDUM:**

**NO :** 2021 - 043  
**TO :** **ENGR. ALVIN A. MALABANAN**  
**JOB ORDER EMPLOYEE**  
**SUBJECT :** **ADDITIONAL WORK ASSIGNMENT**

In the exigency of the service, you are hereby directed to perform additional work assignment for KALAHI Projects effective upon receipt hereof.

In view thereof, you are hereby directed to report to the in-charged department/offices or higher supervisor for instructions/directives and to submit regular reports to your mother office (Municipal Engineering Office) for proper monitoring and evaluation.

Please be guided accordingly.

**RONALDO M. MORADA**  
Municipal Mayor

*Copy Furnished:*

1. MSWDO
2. MEO
3. MHRMO
4. File