



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

**OFFICE OF THE MUNICIPAL MAYOR**

04 August 2021

**MEMORANDUM:**

**NO :** 2021 - 044

**TO :** **ARCH. DARRELL F. BAISA**  
**JOB ORDER EMPLOYEE**

**SUBJECT :** **DESIGNATION AS POINT PERSON IN THE  
PREPARATION OF TECHNICAL ENGINEERING AND  
ARCHITECTURAL DESIGN OF THE PROPOSED  
HOUSING SITE FOR MUNICIPAL OFFICIALS AND  
EMPLOYEES**

In view of our desire to expedite the processing of the Proposed Housing for the Municipal Officials and Employees of the Municipal Government of Bansud, you are hereby designated as the Point Person in the Preparation of Technical Engineering and Architectural design of the said project, in addition to your usual duties and responsibilities. As such, you have to report and coordinate with the Office of the Municipal Planning and Development Coordinator for further instructions. This order shall take effect upon receipt.

In view of the above, you have to update your mother office (Municipal Engineering Office) whatever task you have accomplished for proper monitoring on a weekly basis or as the case may be deemed necessary.

Please be guided accordingly.

**RONALDO M. MORADA**  
Municipal Mayor

*Copy Furnished:*

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