



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

**OFFICE OF THE MUNICIPAL MAYOR**

28 October 2021

**MEMORANDUM:**

**No:** 2021 - 067

**To:** ALL DEPARTMENT HEADS AND HEADS OF OFFICES

**SUBJECT:** TIMELY COMPLIANCE TO ALL OFFICE DIRECTIVES

As discussed in the Special Executive Meeting on 28 October 2021, it appeared that there are departments and offices which do not act on time or not acting at all on memoranda, letter requests and verbal directives which cause delay and sometimes non-compliance of the preparation and submission of important documents/papers that the Municipal Government of Bansud is required/mandated to comply. This could put the undersigned to administrative sanctions as well as humiliation of the organization and the municipality as a whole.

In this regard and for an improved delivery of public services, this office is reminding everyone to strictly comply with the following policies:

- A. Prompt compliance to office memoranda, letter requests and verbal directives especially for those with deadlines and are given reasonable time to prepare and submit. The Office of the Mayor and the Office of the Municipal Administrator are to devise mechanism in tracking down compliances. Please review pending and unacted directives and act on them immediately. (*CDP, LDIP, AIP, DTP, Citizen's Charter, Work and Financial Plan, Revised Revenue Code and others*)
- B. Attendance in Executive Committee and other meetings. Department Heads must attend and no representative allowed except in unavoidable circumstances. Be punctual so that we can start on time.
- C. Designation of next in rank personnel who will act in the absence of the head and can act and decide.
- D. Mobile Phone Official Communication  
Everybody is provided with official mobile phones to facilitate official communication. Please submit to Mr. Leo M. Capapas the official number you are using for official call which must be open 24-hour. Kindly observe phone etiquette, if you receive a miscall, give a return call.

For any clarification, suggestion and recommendation, please feel free to coordinate with this office and other offices which could assist you.

For strict compliance.

**RONALDO M. MORADA**  
Municipal Mayor