



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD

OFFICE OF THE MUNICIPAL MAYOR

29 October 2021

MEMORANDUM:

No: 2021 - 076

To: **MR. JEFFREY A. REYES**
Administrative Aide I (Utility Worker I)

SUBJECT: TRANSFER OF WORK ASSIGNMENT

In the exigency of the service, your work assignment is hereby transferred to the Tourism Office effective November 1, 2021. As such, you shall be reporting to the said office and perform the duties and responsibilities that will be given to you by the Designated Tourism Officer of the municipality.

Please be guided accordingly.

RONALDO M. MORADA
Municipal Mayor

CC:

1. **Engr. Nonilon Q. Matira**
Municipal Engineer
2. **Mr. Cliffren M. Fonte**
Draftsman II
Designated Tourism Officer
3. **MHRMO File**