



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF BANSUD
Bansud, Oriental Mindoro

OFFICE OF THE MUNICIPAL MAYOR

20 December 2021

MEMORANDUM:

No: 2021 - 081

To: ALL MUNICIPAL OFFICIALS, DEPARTMENT HEADS AND EMPLOYEES

SUBJECT: YEAR - END ASSESSMENT AND PLANNING ACTIVITY

As agreed upon during the Executive Committee Meeting, the 2021 Year End Assessment and Planning Activity of the Municipal Officials and Employees of the Municipality of Bansud will be conducted on December 22 – 23, 2021. The presentation and critiquing of Department's Annual Accomplishment Report and Plan for CY 2022 will be held at the Municipal Conference Hall, hence, all Department Heads are hereby directed to prepare their report and plan in soft and hard copy on or before December 15, 2021.

The culminating activity will be done on December 23, 2021 with the socialization and a tribute to the retiring Municipal Planning and Development Officer. A Plaque of Recognition and a token will be awarded for his Forty Five (45) years of his dedicated and untiring services to the government.

Right after the awarding ceremony, all employees will return to their offices to celebrate the Year – End Party under the new normal wherein the minimum health protocol will be observed, i.e. wearing of face mask, social distancing and frequent hand washing.

Details are as follows:

1. **Over-all Coordination** - MHRMO
2. **Foods and Drinks**
 - The Municipal Government will provide foods but all Department Heads are encourage to bring some foods and drinks for their group. Employees may visit other departments to enjoy.
3. **Raffle Draw**
 - There will be a raffle draw for all Municipal Officials and Employees.
4. **Dress Code**
 - Smart Casual
5. **Food Coordination and distribution** - General Services Office
6. **Program shall be prepared by the MPDO**

Please be guided accordingly.

RONALDO M. MORADA
Municipal Mayor