

**{memoDate}**

**MEMORANDUM**

**TO: LORENELL S. CALABIO**

Designated Public Information Officer

Public Affairs and Information Staff

DPWH- Mamburao, Occidental Mindoro

**SUBJECT: REQUEST TO POST {certTypeUpper}**

Anent the above subject, attached is a copy of {certType} for posting in conspicuous place within our premises effective **{startDate}** to coincide with PhilGEPs and DPWH websites posting until **{endDate}** viz**;**

**Contract ID Name and Location**

**{#table}**

|  |  |
| --- | --- |
| **{contractID}** | {projectName} |

**{/table}**

For acknowledgement, kindly issue certification as a confirmation of the said posting within the premises.

**CASIANA A. ABAD**

Engineer III

Head- Procurement Unit

R4B.10jda/CAA

CC:

Public Information Office

Name and Signature