**ENDORSEMENT**

January 03, 2023

Respectfully forwarded to **MR. LEO C. DATA, City Local Government Operations Officer (CLGOO)**, the attached report on local Officials and Employees who travelled abroad for the month of October 1 to December 31, 2022.

For your information and guidance.

**ALMA A. MALABANAN**

**HRMO**

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**Republic of the Philippines**

**City of Tagaytay**

**HUMAN RESOURCE MANAGEMENT OFFICE**

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