



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
OFFICE OF THE SECRETARY
to the Sangguniang Panlalawigan



2nd Floor, Legislative Building, Capitol Hills, Telaje, Tandag City tspsurigaosur@yahoo.com (086) 214-5832

August 28, 2024

MEMORANDUM NO.: 57-24

TO : MRS. MARITES COMA-ARREZA
Assistant Secretary to the Sangguniang Panlalawigan
This Office

FROM : OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLALAWIGAN

SUBJECT : DESIGNATION AS OFFICER-IN-CHARGE OF THE OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLALAWIGAN

In the interest of the service and in view of the official travel of the undersigned to Carrascal, you are hereby designated as Officer-In-Charge of the Office of the Secretary to the Sangguniang Panlalawigan on August 29-30, 2024.

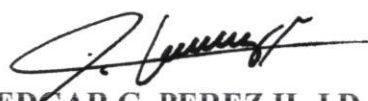
You are therefore instructed to take charge of the official transactions of the Office and act on routinary matters.

As such, you are authorized to sign routinary documents such as communications, travel orders, OBRs, PRs, Abstract of Quotation and other financial claims and documents of the Office of the Secretary to the Sangguniang Panlalawigan except those which cannot be delegated by law.

For matters/concerns that need immediate action, please call/contact the undersigned thru cellphone.

Please be guided accordingly.

For strictly compliance


EDGAR G. PEREZ II, J.D.
Secretary to the Sangguniang Panlalawigan

NOTED:


MANUEL O. ALAMEDA, SR.
Provincial Vice Governor

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