



MEMORANDUM NO. 138-2018

**TO: THE MEMBERS OF THE SANGGUNIANG PANLUNGSOD
ALL DEPARTMENT HEADS
ALL ASSISTANT DEPARTMENT HEADS
ALL ADMINISTRATIVE OFFICERS**

**FROM: MAURICIO G. DOMOGAN
City Mayor**

DATE: 29 MAY 2018

SUBJECT: RECORDING AND TRACKING OF DOCUMENTS

You are all ordered to leave in **our offices' receiving section** all documents that require my signature for recording and tracking purposes.

Further, reports emanating from endorsements transmitted to your offices for appropriate action should include our previous endorsement or the control number of the documents for similar purposes.

Administrative orders, memoranda, letters and other correspondence must always be in duplicates and that one copy must be left with the receiving section for our file and other purposes it may serve.

The undersigned is constrained to implement this new directive to avoid the issuance of conflicting orders that create confusion among the involved parties.

For your strict compliance.


MAURICIO G. DOMOGAN
City Mayor

Xerox - Raquel