



OFFICE OF THE MAYOR

OFFICE ORDER NO. 02

Series of 2024

TO: ALL LGU OFFICIALS AND EMPLOYEES
This Local Government Unit

**SUBJECT: ESTABLISHING THE PUBLIC ASSISTANCE AND COMPLAINTS DESK
(PACD) IN THE LOCAL GOVERNMENT UNIT OF AMULUNG**

DATE: JANUARY 03, 2024

1. Pursuant to Section 2 of Executive Order 04 series of 2024 An order establishing the Public Assistance and Complaints Desk (PACD) in the Local Government Unit of Amulung
2. The HRMO shall identify employees from the different departments and units to be assigned in the Desk from Mondays through Fridays from 8:00 in the morning to 5:00 in the afternoon.
3. For your information and strict compliance.

**2024 ROTATIONAL SCHEDULE ON IN-CHARGE
OF PUBLIC ASSISTANCE AND COMPLAINTS DESK**

MONTH/DATE	IN-CHARGE
January 02-05 2024	Office of the Mayor-HRMO
January 08-12 2024	Office of the Mayor-MDRRMO/MENRO/MERT
January 15-19 2024	Office of the Municipal Administrator
January 22-25 2024	Office of the Mayor-PESO/LYDO
January 29-February 02, 2024	Office of the Mayor-BEST
February 05-09 2024	Office of the Municipal Assessor
February 12-16 2024	Office of the Municipal Accountant
February 19-23 2024	Office of the Municipal Engineer
February 26-March 01, 2024	Office of the Municipal Treasurer
March 04-08 2024	Office of the Mayor
March 11-15 2024	Municipal Health Office
March 18-22 2024	Office of the Vice Mayor
March 25-29 2024	General Services office
April 01- 05 2024	Local Civil Registrar Office/Tourism Sector
April 08-12 2024	Municipal Planning and Development office
April 15-19 2024	Office of the Mayor- BAC
April 22-26 2024	Office of the Mayor - BPLO/BIR
April 29- May 03,2024	Municipal Agriculture Office
May 06-10 2024	Office of the Mayor- BEST
May 13-17 2024	Municipal Budget Office



"Serbisyo ng may Pus"



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i-Text mo kay Mayor 09171545759

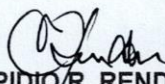


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OFFICE OF THE MAYOR

May 20-24 2024	Office of the Vice Mayor
May 27-31 2024	Office of the Mayor- STMO
June 03-07 2024	Office of the Municipal Administrator
June 10-14 2024	Sangguniang Bayan Office
June 17-21 2024	Office of the Secretary to the Sanggunian
June 24-28 2024	Office of the Vice Mayor - Ex Officio Office
July 01-05 2024	Municipal Social Welfare and Development office
July 08-12 2024	Office of the Municipal Assessor
July 15-19 2024	Municipal Health Office
July 22-26 2024	Office of the Mayor - HRMO
July 29- August 02, 2024	Office of the Municipal Administrator
August 05-09 2024	Office of the Mayor-PESO/LYDO
August 12-16 2024	Office of the Mayor- MDRRMO/MENRO/MERT
August 19-23 2024	Office of the Municipal Assessor
August 26-30 2024	Office of the Mayor-BEST
September 02-06 2024	Office of the Municipal Treasurer
September 09-13 2024	Municipal Budget Office
September 16-20 2024	Office of the Municipal Accountant
September 23-27 2024	Office of the Municipal Engineer
September 30- October 04, 2024	General Services Office
October 07-11 2024	Local Civil Registrar Office/Tourism Sector
October 14-18 2024	Office of the Mayor - BPLO/BIR
October 21-25 2024	Municipal Agriculture Office
October 28- November 01, 2024	Office of the Mayor - BAC
November 04-08 2024	Municipal Planning and Development Office
November 11-15 2024	Office of the Mayor - HRMO
November 18-22 2024	Office of the Vice Mayor
November 25-29 2024	Office of the Secretary to the Sanggunian
December 02-06 2024	Office of the STMO
December 09-13 2024	Office of the Vice Mayor- Ex Officio office
December 16-20 2024	Office of the Municipal Administrator
December 23-27 2024	Sangguniang Bayan Office
December 30-31 2024	Municipal Health Office
December 30-31 2024	Office of the Mayor - MDRRMO/MENRO/MERT


ELPIDIO R. RENDON
Municipal Mayor



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