



Republic of the Philippines
Province of Cagayan
MUNICIPALITY OF AMULUNG



OFFICE OF THE MUNICIPAL MAYOR

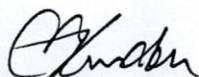
MEMORANDUM NO. 04-A
January 9, 2024

**TO: ALL DEPARTMENT AND UNIT HEADS
ALL PROGRAM-IMPLEMENTING OFFICE/UNITS
This Unit**

**SUBJECT: RESUBMISSION OF DETAILED ACCOMPLISHMENTS FROM
JANUARY TO DECEMBER 2023 IN PREPARATION OF THE 2023
ANNUAL REPORT**

Be informed of the resubmission of the detailed accomplishment report from January to December 2023 in preparation of the 2023 Annual Report. The reports should include a comprehensive summary of the projects completed, including their timelines, budgets and outcomes. Moreover, please ensure that any challenges faced during the implementation of these projects are clearly outlined along with the corresponding solution. In view of this, the deadline for the said report will be January 15, 2024 to ensure that they are thoroughly reviewed.


For your strict compliance.



ELPIDIO R. RENDON
Municipal Mayor



"Serbisyon ng Puso"



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