



6 September 2023

MEMORANDUM NO. 859
Series of 2023

T O: Mr. Michael Dominic M. Garrido

R E: Designation as Project Manager of Cattle Project

You are hereby designated as Project Manager of Cattle Project effective January 1, 2023 until December 31, 2023, or unless sooner revoked or terminated by higher authorities.

As Project Manager, you are to exercise the following duties and responsibilities:

1. Daily remittance of collections, when applicable, especially when it reaches at least P500.00.
2. Submit detailed monthly project reports indicating the sales and expenses which shall include all the direct and indirect costs, and
3. Submit and present accomplishment during the regular annual IGP Review indicating the problems encountered, solutions undertaken and plan of activities for the next period.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.


EDGARDO E. TULIN
President

cc: IGP
OVPPRGAS
Records
File