



12 April 2021

**MEMORANDUM NO. 399**  
Series of 2021

**T O: Ms. Alice M. Flores**  
**Head, Supply and Property Office**

**R E: Mentoring activity at the Office of the Head of Budget**

It has come to the attention to this office that the incumbent Head of the Budget Office, Ms. Myrna S. Pancito, has signified her intent for an early retirement from government service effective August 31, 2021. To address the anticipated vacancy of the designated position, the NAPB through its Resolution No. 48 s. 2021 had recommended you to be on succession as a probable Head of the Budget Office vice Ms. Pancito being identified among the existing administrative staff with high potential to assume her tasks. As such, one of the HR development interventions seen to be implemented before Ms. Pancito's retirement is the mentoring activity in order for you to gain competencies through application and guided practice on her work such as budget preparation, execution and reporting while she is still on service. This will ensure that the Office of the Head of Budget will continue to run smoothly after Ms. Pancito's retirement.

In this regard, you are directed to report to the Office of the Head of Budget for this mentoring activity every Tuesday and Thursday effective April 15, 2021 while also acting as the concurrent Head of the Supply and Property Office. You are advised to make proper arrangements with the concerned supervisors to sustain efficiency of the operation on both offices.

For your compliance.

**EDGARDO E. TULIN**  
President