



Republic of the Philippines
Province of Benguet

MUNICIPALITY OF LA TRINIDAD

OFFICE OF THE MUNICIPAL MAYOR

SPECIAL ORDER

NO. 01 – 2016

TO : MR. JUDY P. YONZON
ADMINISTRATIVE AIDE VI


SUBJECT : DETAIL TO THE TOURISM SECTION (MAYOR'S OFFICE) OF THIS MUNICIPALITY

DATE : January 22, 2016

You are hereby detailed to the Tourism Section of this Municipality and shall perform the following duties and responsibilities, effective this date:

- Assist the Tourism Officer in the day-to-day work and activities;
- Assist in filing, data entry and retrieval of files;
- Document events and compile records;
- Take and deliver messages and communication between offices/agencies;
- Assist in handling activity arrangements and expense reports;
- Schedule tourism meetings and reserve conference rooms;
- All other duties as may be required

For compliance.



EDNA C. TABANDA
Municipal Mayor

Copy Furnished:
HRMO
Department Heads