



Republic of the Philippines  
Province of Benguet

**MUNICIPALITY OF LA TRINIDAD**  
OFFICE OF THE MUNICIPAL MAYOR

August 19, 2015

**SPECIAL ORDER**  
**No. 04-2015**

**TO :** MS. ELENGY S. BOLIDI  
Labor and Employment Officer I

**SUBJECT :** Designation as OFW Officer


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You are hereby designated as Overseas Foreign Worker (OFW) Officer and shall perform the following functions, among others:

1. Assist qualified beneficiaries/dependents of OWWA member-OFWs from the municipality to avail of the scholarship for OFW dependents;
2. Facilitate skills training, re-tooling, and upgrading to promote their employability and competitiveness;
3. Facilitate employment services to help them in their job search, locally or overseas; and
4. Assist OFWs on livelihood and enterprise development assistance programs for OFWs who want to set-up business.

You shall perform this function in addition to your tasks as Labor and Employment Officer I under the Municipal Mayor's Office.

For your information and guidance.

  
EDNA C. TABANDA  
Municipal Mayor

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- Honorable Sangguniang Bayan Members
- Department Heads
- HRMO
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