



Republic of the Philippines  
MUNICIPALITY OF QUEZON  
Province of Quezon  
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**OFFICE OF THE MAYOR**

**ADMINISTRATIVE ORDER NO. 02  
Series 2021**

TO : MAXIMO O. LUNA, JR.  
Administrative Aide III  
Quezon, Quezon

You are hereby designate as General Services Officer in the General Services Section of the Office of the Mayor of this municipality.

As GSO-Designate you are responsible for the overall management of acquisition and supply chain operations and the actual performance of some or all of the following services:


1. Procurement Services
2. Administrative Supply & Support Services
3. Vehicle Management Services
4. Leasing Services
5. Property Management Services
6. Building and Ground Management Services

You are entitled to receive an Honorarium monthly of Two Thousand Five Hundred Pesos Only (Php 2,500.00) from the Program Fund of the Office of the Municipal Mayor.

SIGNED AND ISSUED: January 04, 2021 at Quezon, Quezon.

  
MA. CARIDAD P. CLACIO  
Municipal Mayor

CONFORME:

  
MAXIMO O. LUNA, JR.