



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

**ADMINISTRATIVE ORDER NO. 07**  
**Series 2021**

**TO: ENGR. DREXLER O. OLIVEROS**  
Municipal Engineer  
Quezon, Quezon


You are hereby appointed as Officer-in-Charge of the Office of the Municipal Planning and Development Coordinator of this municipality.

As OIC-Municipal Planning & Development Coordinator, your duties shall include:


- Conduct continuing studies, research and training program necessary to evolve plans and programs for implementation;
- Monitor & evaluate the implementation of the different development programs, projects, & activities in the local government unit concerned in accordance with the approved development plans
- Analyze income & expenditures patterns & formulate & recommend focal plans & policies for consideration of the finance committee of the LGU concerned;
- Exercise supervision and control over the secretariat of the local development council.


You are entitled to receive an Honorarium monthly of **Two Thousand Five Hundred Pesos (Php2,500.00)**, that will be charged to the budget for Personal Services of the Office Municipal Planning & Development Coordinator.

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

  
**MA. CARIDAD P. CLACIO**  
Municipal Mayor

CONFORME:

  
DREXLER O. OLIVEROS

  
ENGR. DREXLER O. OLIVEROS  
Mun. Planning and Dev't Coord.