

## **MEMORANDUM**

TO

ALL THE DEPUTY COMMISSIONERS

ALL DIRECTORS AND DIVISION CHIEFS

ALL HEADS OF UNITS/OFFICES ALL DISTRICT/PORT COLLECTORS

ALL OTHERS CONCERNED

FROM

REY LEONARDO B. GUERRERO

Commissioner //

MAR 06 2019

SUBJECT

SUBMISSION OF 2019 WORK/OPERATIONAL PLAN

DATE

5 March 2019

Pursuant to Memorandum dated 4 January, you were directed to submit your respective work/operational plans for CY 2019 on or before 11 January 2019.

On 17 January 2019, the Chief of Staff also issued a Memorandum reminding you to finalize your said workplans.

In this regard, you are given until12 March 2019, within which to comply with the directive.

Consider this the last and final notice.

For immediate and strict compliance.