



KOLEHIYO NG LUNGSOD NG DASMARIÑAS

OFFICE OF THE PRESIDENT

EXECUTIVE ORDER

No. 004 s. 2024

21 February 2024



To: **The KLD Community**
From: **Prof. Dr. Juanito O. Cabanias, LPT**
President/College Administrator

Greetings!

All concept papers, project proposals and correspondences relative to KLD activities which require approval of the City Mayor and other department/unit heads concerned within the City Government of Dasmariñas, and Sangguniang Panlungsod Resolutions and Ordinances especially if there are budgetary and logistical requirements, equipment needs, meals, among others must be submitted to the Office of the President/College Administrator at least one month before the actual date/s of activity/activities for endorsement to appropriate authorities and offices.

For strict compliance. Thank you very much.

cc: File