



Republic of the Philippines  
Tourism Infrastructure and Enterprise Zone Authority  
**BALICASAG ISLAND DIVE RESORT**



MEMORANDUM

FOR : DR. ROSANNA M. OLGADO  
Manager  
Administrative Services Department

THRU : ATTY. MA. TERESA C. ALVAREZ *tmcalvarez*  
Manager  
Operations Department

FROM : ELLEONOR G. GULANGAN  
Officer-In-Charge  
Balicasag Island Dive Resort

DATE : 21 May 2021

SUBJECT : Request for Transfer of Fund – Mid-Year Bonus CY 2021

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Requesting processing and transfer of fund for the Mid-Year Bonus of the four permanent employees of Balicasag Island Dive Resort in the amount of One Hundred Three Thousand Four Hundred Seventy Four pesos (Php 103,474.00) only.

Please find attached payroll for your reference.

For your perusal and preferential attention, please.

Thank you.

  
ELLEONOR G. GULANGAN