



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : THE MANAGER
Financial Services Department

FROM : THE MANAGER
Operations Department

SUBJECT : Transfer of Fund

DATE : June 08, 2021

This is to request for the transfer of fund in the amount of **SIXTY TWO THOUSAND FIVE HUNDRED TWELVE PESOS & 89/100 (P62,512.89)** as Service Charge for the month of March 2020 for Balicasag Island Dive Resort.

Attached are copies for following:

- Memorandum Request from BIDR
- Computation of Service Charge



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**



**BALICASAG
ISLAND
DIVE RESORT**

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MEMORANDUM

FOR : The Manager
Operations Department

FROM : The Officer-In-Charge
Balicasag Island Dive Resort

DATE : 08 June 2021

SUBJECT : Request for Transfer of Fund Service Charge

Requesting for the Transfer of Fund amounting to **SIXTY TWO THOUSAND FIVE HUNDRED TWELVE PESOS & 89/100 pesos only (P 62,512.89)** representing BDR Service charge for the month of March, 2020.

Please find attached payroll for your reference.

Thank you.


ELLEONOR G. GUBLANGAN

BALICASAG ISLAND DIVE RESORT
SERVICE CHARGE DISTRIBUTION
For the Period March 2020

March	Due to Employees (100%)
	62,512.89
	62,512.89

Prepared by


NIEL JAY S. VILLARMIA
Accounting Personnel

Checked by


JOHN MICHAEL M. GALIMBA
Sr. Corporate Accounts Analyst

Approved by


ELLEONOR G. GULANGAN
OIC, Balicasag Island Dive Resort