



Club Intramuros Golf Course

Anda Circle, Bonifacio Drive, Port Area
Intramuros, Manila



MEMORANDUM

FOR : JETRO NICOLAS F. LOZADA
ACOO, Assets Management Sector

THRU : ATTY. MARIA TERESA C. ALVAREZ
Manager, Operations Department

FROM : JOSE RAMON L. RAMOS
CIGC-Officer in Charge

SUBJECT : REQUEST TO HIRE CIGC RESERVATIONS ASSISTANT

DATE : October 11, 2021

This is to recommend the hiring of MS. BEVERLY DE JESUS as Reservations Officer at Club Intramuros Golf course. Ms. De Jesus, with her IT expertise and marketing experience, will be a big boost to CIGC operations and promotions.

Her duties and responsibilities will include the following:

- In-charge of bookings and reservations for both online, thru telephone and walk-in clients.
- Handle inquiries thru phone and walk-in clients.
- In charge of updating, posting and answering queries at CIGC social media accounts like FB page and CIGC website.
- Assist in the preparation of layouts for CIGC promotions.
- Encode memorandum and other communication as instructed by the Resident Manager
- Draft and prepare event orders, menus and reports.
- Prepare sales contracts and assist in golf tournaments.

For your consideration and approval, Sir.

JOSE RAMON L. RAMOS

Noted:

ATTY. MARIA TERESA C. ALVAREZ

Approved / Disapproved

JETRO NICOLAS F. LOZADA