



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

Gardens of Malasag
Eco Tourism Village
Malasag, Cugman,
Cagayan de Oro City

(+63) 917-896-8873

tiezagardensofmalasag@gmail.com

www.tieza.gov.ph

MEMORANDUM

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

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

FROM : RESIDENT MANAGER

SUBJECT : REQUEST FOR NEW ID CARD

DATE : JUNE 25, 2021

Respectfully requesting for a new identification card of Ms. **Eden V. Salaan**, a regular employee of Gardens of Malasag Eco-Tourism Village. Attached herewith is the notarized affidavit of loss for your reference. Below are her details.

Name: Eden V. Salaan
ID No: 3084
Address: Zone 2, Cugman, Cagayan de Oro City
Contact No: 0997 308 1943
Contact Person: Darwin Sarip
Contact No: 0965 057 9134

For your kind consideration and approval.


MA. CARMELA LV. MARQUEZ

REPUBLIC OF THE PHILIPPINES)
CITY OF CAGAYAN DE ORO) S.S.

AFFIDAVIT OF LOSS

That I, **EDEN V. SALAAN**, of legal age, Filipino, single and resident of Purok 4A, Gusa, Cagayan De Oro City, after having been duly sworn to in accordance with law, hereby depose and say;

1. That I am one of the Hotel/Resort Operations Officer - B (HROO-B) and holder of Company ID Card No. 3084, duly issued to me by TIEZA GARDENS OF MALASAG ECO TOURISM VILLAGE, Malasag, Cugman, Cagayan de Oro City;
2. That said Company ID Card was missing and cannot be found despite effort, hence, considered lost;
3. That I am executing this affidavit of loss to inform the authority concerned and to secure a new one.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 23rd day of June, 2021 at Cagayan de Oro City.


EDEN V. SALAAN
Affiant
SSS No. 08-1267662-2

SUBSCRIBED AND SWORN to before me this 23rd day of June, 2021 at Cagayan de Oro City, Philippines.

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BUENAVENTURA E. SAGRADO
Notary Public until Dec. 31, 2021
Bierna Bldg. Capistrano St., Cag. de Oro City
PTR NO. 4929044A 1/4/21, IBP No. 096334 12/31/2021
MCLE No. VI-0000816, Roll No. 22033, NC-2014-037
TIN No. 116-100-051, Cell # 0917-324-8770