



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

October 25, 2021

OFFICE ORDER

NO. 115-2021 *my*

In the exigency of the service, **MS. MYLENE A. MAGSINO** is hereby detailed to the Club Intramuros Golf Course as Cash Collecting Officer vice Mr. Danilo Anota effective November 6, 2021. She is likewise designated as authorized check signatory and shall be bonded accordingly.

Ms. Magsino shall perform the following duties & responsibilities:

- Acts as the General Cashier
- Collate all collections for the day from the different outlet Cashiers and deposit them intact the following day
- Maintains cash book
- Prepares Report of Cash Collections and Deposit and submits a copy together with copies of duplicate and cancelled official receipts to the Commission on Audit
- Supervises outlet Cashiers
- Prepares weekly schedules of outlet Cashiers
- Regularly monitor processes in cashiering and recommend policy guidelines geared towards its' improvement.

Ms. Magsino shall likewise oversee the processes of the golf course reservation and marketing as well as the restaurant operation.

Mr. Anota is instructed to properly turnover all accountabilities to Ms. Magsino prior to his retirement.

All Office Orders inconsistent with the above are hereby superseded.


MARK. LAPID
Chief Operating Officer

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