



**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 : APRIL 6, 2021

Respectfully requesting for a new identification card of Ms. **Mercy A. Sagiiron**, a job order of Gardens of Malasag Eco-Tourism Village. Her surname was misspelled on her old ID. Attached are the following for your reference:

- Copy of old ID
- Birth certificate
- Marriage certificate

For your kind consideration and approval.


MA. CARMELA LV. MARQUEZ

Tourism Infrastructure Enterprise Zone Authority
Operations Department
Asset Management Sector

MAY 03 2021



Home Address / Tel. No.:	
Cananga-an, Cabanglasan Bukidnon	 ISO 9001:2008 www.tuv-rheinland.com
(088) 855-6183	
In Case of Emergency, Please Contact:	
Marcial Saguiron	
GSIS No.	
-	
TIN No.	
295-070-256	
Signature:	
mercy saguiron	
SCAN QR CODE FOR AUTHENTICATION / VERIFICATION (you will be directed to our official website personnel page)	
	
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY 142 AMORSOLO ST., BGY. SAN LORENZO, MAKATI CITY 1228	