



Club Intramuros Golf Course

Bonifacio Drive, Port Area
Intramuros, Manila



MEMORANDUM

FOR : THE MANAGER
Administrative Services Department

THRU : THE MANAGER
Operations Department *intramuros*

FROM : THE OFFICER IN CHARGE
Club Intramuros Golf Course

SUBJECT : ASSISTANCE

DATE : May 31, 2021

Our fellow employee **Mr. Joseph Pagasian and his family** were among the fire victims in Barangay 650 Port Area Manila last Wednesday May 26, 2021. All of their personal belongings were burned.

They need our help to cope up with their present situation.

May we request any amount or any extra item (clothes, house wares, etc.) that may help him and his family to start their life again.

Thank you very much.

JOSE RAMON L. RAMOS
CIGC-Officer in Charge