



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FOR THE CHIEF OPERATING OFFICER

THRU : **The ASSISTANT CHIEF OPERATING OFFICER**
Assets Management Sector

FROM : **The MANAGER**
Operations Department

SUBJECT : ***Property Custodian at Banaue Hotel and Youth Hostel***

DATE : **15 June 2021**

The current designated Property Custodian at Banaue Hotel and Youth Hostel, Mr. Renato Menia filed his mandatory retirement effective July 01, 2021.

Pertinent hereto, we recommend the designation of Ms. Gina Araceili Dulnuan as Property Custodian. Ms Dulnuan is the most qualified to assume the duties and responsibilities of being a Property Custodian.

Attached is a copy of the corresponding Office Order.

Atty. MARIA TERESA C. ALVAREZ

Noted by:

JETRO NICOLAS F. LOZADA



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

June 15, 2021

OFFICE ORDER
NO. _____

In the exigency of the service, **MS. GINA ARACEILI DULNUAN** of Banaue Hotel and Youth Hostel (BHYH) is hereby designated as Property Custodian of the said entity in view of the mandatory retirement of **MR. RENATO MENIA** effective immediately.

Mr. Menia shall commence the proper turn-over of accountability to Ms. Dulnuan including all related files and records. Likewise, he shall orient Ms. Dulnuan on the duties and responsibilities of the position.

This Office Order shall take effect immediately subject to accounting rules and regulations. All office orders, memoranda and other documents inconsistent herewith are hereby superseded.

MARK T. LAPID
Chief Operating Officer