



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : The RESIDENT MANAGER
Balicasag Island Dive Resort

FROM : The ASSISTANT CHIEF OPERATING OFFICER
Operations Department

SUBJECT : AUTHORITY TO DISBURSE

DATE : October 20, 2021

You are authorized to disburse from your operating fund the amount of **TWO THOUSAND PESOS ONLY (P2,000.00)** as meal allowance to the following loyalty awardees:

1. Castro, Kathryn I
2. Montegrande, Ma. Elsa U.

Attached are documents for your reference:

- Memo from Administrative Services Department
- Budget approval

JETRO NICOLAS F. LOZADA



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : ATTY. MA. TERESA C. ALVAREZ
MANAGER, OPERATIONS DEPARTMENT

FROM : ROSANNA M. OLGADO
MANAGER, ADMINISTRATIVE SERVICES DEPARTMENT

SUBJECT : 121st Philippine Civil Service Anniversary (PCSA)

DATE : 13 October 2021

In connection with the above subject, please facilitate the transfer of funds re: meal allowance in the amount of ₱1,000.00 each to the following loyalty awardees:

- 1 Castro, Kathryn I. (OPED-BIDR)
- 2 Montegrande, Ma. Elsa U. (OPED-BIDR)

Attached is the budget approval for your reference.

For your appropriate action.



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FOR THE CHIEF OPERATING OFFICER

FROM: **ROSANNA M. OLGADO**
Manager, Administrative Services Department

SUBJECT: **121st Philippine Civil Service Anniversary (PCSA)**

DATE: **01 September 2021**

In support and compliance with CSC Memorandum Circular No. 09, s. 2021, enjoining all government agencies to take part in celebrating PCSA with this year's theme: *"Transforming Public Service in the Next Decade: Honing Agile and Future-Ready Servant-Heroes"*, may we request for the budget approval for the conduct of the above subject's culminating activity dubbed as *"Parangal Para sa mga Kawalang TIEZA"*, a conferment of awards under the Program on Awards and Incentives for Service Excellence (PRAISE) to be held on 30 September 2021 via Zoom. Below is the budget breakdown:

Games

Cash Prizes (2 games)

Champion	₱500.00	/pax	x	2	pax	₱1,000.00
1st Runner-Up	₱400.00	/pax	x	2	pax	₱800.00
2nd Runner-Up	₱300.00	/pax	x	2	pax	₱600.00
3rd Runner-Up	₱200.00	/pax	x	2	pax	₱400.00
4th Runner-Up	₱100.00	/pax	x	2	pax	₱200.00

Contingencies ₱1,000.00 **₱4,000.00**

Awarding Proper

Meals for Awardees ₱1,000.00 /pax x 33* pax ₱33,000.00

Supplies and Materials

Plaque	₱2,000.00	/pax	x	12	pcs	₱24,000.00
Others						₱10,000.00

Contingencies ₱1,000.00 **₱68,000.00**

The total amount involved is **₱72,000.00** chargeable against the Civil Service Month Budget.

Approvals	Name/Position/Office	Signature	Date
Availability of Funds	RODOLFO E. ANCHETA Manager Financial Services Department		9/21
Recommendation	ATTY. JOY M. BULAUTAN Assistant Chief Operating Officer Administration and Finance Sector		9/21
Final	MARK T. LAPID Chief Operating Officer		22 SEP 2021

*Loyalty and Academic Achievement Awardees

