



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

RE : **Office Order for the Reconstitution of the Disposal Committee**

DATE : **3 June 2021**

Over the years, some members of the Disposal and Utilization Committee of the different operating entities either retired or transferred to another entity. Pertinent hereto, we updated the composition of the Committees.

Attached for your approval and signature is the Office Order for the new members of the Disposal and Utilization Committee of the operating entities.

Atty. MARIA TERESA C. ALVAREZ



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

June 3, 2021

OFFICE ORDER
NO. _____

In the exigency of the service, the Disposal and Utilization Committee in the different operating entities is hereby reconstituted to be composed of the following:

Balicasag Island Dive Resort

Chairperson	-	Mercidita Oyales
Member	-	Kathryn Castro
		Maria Elsa Montegrando

Banaue Hotel and Youth Hostel

Chairperson	-	Marlon Prieto
Member	-	Ma. Gina Dulnuan
		Vivian Tundagui

Club Intramuros Golf Course

Chairperson	-	Jose Ramon Ramos
Member	-	Leilani Pacelan
		Cresencio Pascual

Gardens of Malasag Eco-Tourism Village

Chairperson	-	Charissa Mae Polinar
Member	-	Eden Salaan
		Juliet Sibi

Zamboanga Golf Course and Beach Park

Chairperson	-	Claire S. Borja
Member	-	Irene Ibanez
		Ellan Rheanne Alanano

The committee shall be composed of the following duties and functions:

1. Conduct inventory of unserviceable properties.
2. Immediately convene to address its present unserviceable inventory
3. Dispose in accordance with standard government disposal procedures, forms, and guidelines.
4. Submit a written report to the Main Office c/o General Services Division.

All disposals shall be witnessed by a representative from the Commission on Audit.

All Office Orders and memoranda contrary to the above are hereby superseded.

MARK T. LAPID
Chief Operating Officer