



Republic of the Philippines
Tourism Infrastructure and Enterprise Zone Authority
BALICASAG ISLAND DIVE RESORT



MEMORANDUM

FOR : JETRO NICOLAS F. LOZADA
Asst. Chief Operating Officer
Assets Management Sector

THRU : ATTY. MA. TERESA C. ALVAREZ
Manager
Operations Department

FROM : ELLEONOR G. GULANGAN
Officer-In-Charge
Balicasag Island Dive Resort

DATE : 26 May 2021

SUBJECT : SCUBASURERO Activity

The Month of the Ocean is celebrated annually in the Philippines during the month of May. This was by virtue of Presidential Decree No. 57, s. 1998. During this month, everyone is encouraged to conduct activities that highlight conservation, protection and sustainable management of Philippine coastal and ocean resources.

In view thereof, the resort is planning on conducting a SCUBASURERO activity on 28 May, 2021, Friday, at 10:00 in the morning. To make this a collaborative effort, we plan to invite licensed Dive Masters here in the island. In addition, for employees who are not dive masters, they are to pick-up trash on the beach around the island.

After the activities, snacks will be served. May we request said snacks be charged to the BuDD budget?

Php150.00/ snack * 30pax (estimated number of participants) = Php 4,500.00

All safety protocols shall be observed – physical distancing, temperatures will be checked, hand sanitizers are available in the resort as well as hand washing area, and facemasks shall be worn at all times. We will assign at least three employees to ensure such protocols are observed during the conduct of the activity.

The event will be documented and pictures with report on the activity will be sent.

For your approval, sir.


ELLEONOR GUMASTIN-GULANGAN

Recommending Approval:

ATTY. MA. TERESA C. ALVAREZ
Manager, Operations Department

MA. EVELYNE A. FRANCISCO
Manager, Business Development Department

Approved/ Disapproved:

JETRO NICOLAS F. LOZADA
Asst. Chief Operating Officer
Assets Management Sector