



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : The MANAGER
Administrative Services Department

FROM : The MANAGER
Operations Department

RE : *Opening of CIGC Plantilla Position*

DATE : September 28, 2021

The position of Sports Complex Administrator at the Club Intramuros Golf Course (CIGC) will be vacant come November 07, 2021 when Mr. Danilo C. Anota current position holder reach his age of compulsory retirement.

Considering there are very limited permanent positions at CIGC, request for the immediate opening of the above-mentioned plantilla position. Permanent personnel at the entities plays an important role in its daily operation and management.

Atty. MARIA TERESA C. ALVAREZ

Noted by:

JETRO NICOLAS F. LOZADA
ACOO Assets Management Sector

jane/cigc danilo anota