



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**TO :** The Resident Manager  
Gardens of Malasag Eco Tourism Village (GMETV)

**FROM :** The Assistant Chief Operating Officer  
Assets Management Sector

**SUBJECT :** AUTHORITY TO DISBURSE

**DATE :** August 18, 2021

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You are authorized to disburse from your operating fund the amount of **FOUR THOUSAND SEVEN HUNDRED EIGHTY THREE PESOS & 89/100 (P4,783.89)** as *Step Increment* of GMETV Three (3) regular employees.

The amount shall be replenished in the next release of your operating fund.

The attached documents are for your reference.

- \* Memo from Administrative Services Department
- \* Step Increment Payroll
- \* Notice of Step Increment and Service Record of GMETV's employees
- \* Memo Request from Gardens of Malasag Eco Tourism Village

**JETRO NICOLAS F. LOZADA**