



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** : **OFFICER ORDER FOR APPROVAL**

**DATE** : October 14, 2021

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The former Corporate Accounts Analyst (Bookkeeper) at the Balicasag Island Dive Resort, Mr. Michael Galimba tended his resignation effective September 30, 2021.

Due to the current situation, the hiring of his replacement will take some time. And in the absence of a Bookkeeper, the entity cannot release funds for the salary of the employees neither make payments for their bills and suppliers, etc.

Knowing how sensitive and crucial it is in the daily operation of the entity, we recommend the reassignment of the present permanent personnel thereat.

Pertinent to this, we respectfully request for the approval of the attached Office Order designating **MS. MARIA ELSA U. MONTEGRANDE** as temporary Bookkeeper and **Ms. KATHRYN I. CASTRO** as concurrent Cash Collecting Officer and Special Disbursing Officer (SDO) of the entity.

**Atty. MARIA TERESA C. ALVAREZ**

Noted by:

**JETRO NICOLAS F. LOZADA**



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

October 7, 2021

**OFFICE ORDER**  
**NO. \_\_\_\_\_**

In the exigency of the service, **MS. MARIA ELSA U. MONTEGRANDE** is hereby designated as Bookkeeper at the Balicasag Island Dive Resort, in view of the resignation of **MR. MICHAEL GALIMBA** effective October 1, 2021.

In addition, **Ms. KATHRYN I. CASTRO**, is hereby designated as concurrent Cash Collecting Officer (CCO) and Special Disbursing Officer (SDO) of the entity.

Mr. Galimba shall commence the proper turn-over of all pertinent documents and accountabilities.

This Office Order shall take effect immediately subject to accounting rules and regulations and shall cease upon hiring of a new Senior Corporate Accounts Analyst (Bookkeeper) thereat.

**MARK T. LAPID**  
Chief Operating Officer