



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**



BALICASAG ISLAND
DIVE RESORT
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MEMORANDUM

FOR : JETRO NICOLAS F. LOZADA
ACOO-Assets Management Sector

THRU : ATTY. MARIA TERESA C. ALVAREZ
Manager-Operations Sector

FROM : OFFICER-IN-CHARGE

SUBJECT : REQUEST FOR RENEWAL OF BONDING

DATE : October 21, 2021

Respectfully requesting the renewal of bonding of Ms. Maria Elsa U. Montegrando, Special Disbursing Officer / Cashier C of Balicasag Island Dive Resort. Her previous bonding coverage was expired last July 31, 2021.

Said request has been made in compliance with our internal control policies of Tourism Infrastructure and Enterprise Zone Authority.

Thank you very much.


MERCEDITA OYALES
OIC-Balicasag Island Dive Resort

Recommending Approval :


ATTY. MARIA TERESA C. ALVAREZ
Manager, Operations Sector

Approved / Disapproved :

JETRO NICOLAS F. LOZADA
ACOO, Assets Management Sector