



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

**Banaue Hotel**

& Youth Hostel  
Banaue, Ifugao, Philippines 3601

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## MEMORANDUM

FOR : **DRA. ROSANNA M. OLGADO**  
Manager,  
Administrative Services Department

THRU : **ATTY. MARIA TERESA C. ALVAREZ**  
Manager, Operations Department

*tmzalvarez*

FROM : Banaue Hotel and Youth Hostel  
Banaue, Ifugao

SUBJECT : **TRANSFER OF FUND**

DATE : May 17, 2021

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May we request for the process and Fund Transfer of our Mid-Year Bonus for CY 2021 in the amount of **One hundred twenty one thousand two hundred ninety pesos (P 121,290.00)** only. Please see attached payroll file for your reference.

Thank you and God Bless.

  
**MARLON S. PRIETO**  
Resident Manager

RECEIVED  
MAY 24 2021  
By: 