



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**



**BALICASAG ISLAND
DIVE RESORT**
Panglao, Bohol
6340

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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

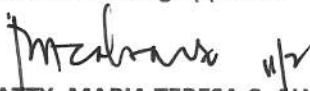
Respectfully requesting the renewal of bonding of Ms. Kathryn I. Castro, Cash Collecting Officer / Cashier C / Cheque Signatory B of Balicasag Island Dive Resort. Her previous bonding coverage will expire on July 31, 2021.

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

Thank you very much.


MERCEBITA 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