






**TOURISM
INFRASTRUCTURE AND
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ZONE
AUTHORITY**

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MEMORANDUM

FOR : THE ASSISTANT CHIEF OPERATING OFFICER
Asset Management Sector

THRU : THE MANAGER
Business Development Department

FROM : THE MANAGER
Operations Department

SUBJECT : REQUEST FOR BUDGET FOR MALASAG

DATE : 6 August 2019

The COHARA-KUMBIRA, an organization of hotels and restaurants in Cagayan de Oro to which the Gardens of Malasag Eco-tourism Village (GMETV) is a member will have a cooking demo at Seda Hotel on 9 August 2020. GMETV is one of the invited participant.

Relative to this, we would like to request approval of the budget of **SIXTEEN THOUSAND PESOS** (php16,000.00) for the said event chargeable against the promo budget of Business Development Department. The said amount shall be used to cover the necessary requirements for the said event.

Attached is the memorandum from the Resident Manager and the schedule of activities and budget proposal.

Atty. MARIA TERESA C. ALVAREZ

Noted by:

MA. EVELYNE A. FRANCISCO

Approved by:

JETRO NICOLAS F. LOZADA