

Sir,

the only available charism and grass cutter in Cogangar. Is it oh to proceed with the

of the land get? Atherwise if we procur of the main office is will take time. mante

Republic of the Philip

Tourism Infrastructure & Enterp

MEMORANDUM

TO

The Assistant Chief Operating

Administration and Finance Sec

THRU

The Manager

Financial Services Department

FROM

The Assistant Chief Operating Officer

Assets Management Sector

SUBJECT

TRANSFER OF FUND

DATE

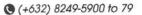
October 18, 2021

This is to request the processing of Transfer of Fund amounting to FIFTY EIGHT THOUSAND SIX HUNDRED FIVE PESOS ONLY (P58,605.00) as funding for the purchase of the 1 pc of Chainsaw and 3 pcs Grass Cutter for Gardens of Malasag Eco Tourism Village.

Attached are documents for your reference

JETRO NICOLAS F. LOZADA











TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

Gardens of Malasag Eco Tourism Village Malasag, Cugman, Cagayan de Oro City

(+63) 917-896-8873

tiezagardensofmalasag@gmail.com

www.tieza.gov.ph

MEMORANDUM

FOR

: THE ASSISTANT CHIEF OPERATING OFFICER

: Assets Management Sector

THRU

: THE MANAGER

Operations Department

FROM

: RESIDENT MANAGER

SUBJECT

: Prices of Chainsaw & Grass cutter

DATE

: October 14, 2021

This is to certify that based on our canvass we requested for the purchase of grass cutter as deemed necessary for our campground since our on hand grass cutter is beyond repair. And for the chainsaw it is the only available price at the market that is affordable based on our approved budget. If we go for high end unit it cost us around 45,000 per unit. At this time we need it for cutting the fallen branches of trees that obstruct the pathways.

For your consideration and approval on this matter, Sir.

MA. CARMELA LV. MARQUEZ





Republic of the Philippines Tourism Infrastructure and Enterprise Zone Authority

PURCHASE REQUEST

I ONOTIAGE NEGGEOT					
Department	t	Operations Department	P.R. No.:	21-0	3-
Division:		Gardens of Malasag Eco Tourism Village	Date:	October 12, 2021	
Stock No.	Unit	Item Description	Quantity	Estimated Unit Cost	Estimated Total Cost
	Pcs	Chainsaw	1	10,605.00	10,605.00
	Pcs	Grass Cutter	3	16,000.00	48,000.00
		x-x-x-x-x-x Nothing Follows x-x-x-x-x-x			
		Recommending Approval: Atty. MARIA TERESA C. ALVAREZ Manager, Operations Department			······ X ······
				TOTAL:	58,605.00
		For Gardens of Malasag Eco Tourism Village For clearing and cutting of fallen trees and ca			
Signature:		Requested by:	Approved By:		
Printed Name:		MA. CARMELA LV. MARQUEZ	JETRO NICOLAS F. LOZADA		
Designation:		Resident Manager	Assistant Chief Operating Officer Assets Management Sector		
				3-11011	