



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : The Manager
Financial Services Department

FROM : The ASSISTANT CHIEF OPERATING OFFICER
Assets Management Sector

SUBJECT : Transfer of Fund

DATE : September 14, 2021

This is to request processing of transfer of fund in the amount of **SIXTY EIGHT THOUSAND FIVE HUNDRED TWENTY ONE PESOS ONLY (P68,521.00)** as Service Charge of Club Intramuros Golf Course for the month of March 1 to July 31, 2021.

Service Charge Employees Share (100%)		
	March	P13,536.33
	April	874.17
	May	14,277.86
	June	18,769.80
	July	<u>21,062.84</u>
		P68,521.00
Less: Accounts Receivables – Employees		<u>21,951.30</u>
		P46,569.70

JETRO NICOLAS F. LOZADA



Club Intramuros Golf Course

Bonifacio Drive, Port Area
Intramuros, Manila



MEMORANDUM

FOR : **JETRO NICOLAS F. LOZADA**
ACOO, Assets Management Sector

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

FROM : **CLUB INTRAMUROS GOLF COURSE**

SUBJECT : **SERVICE CHARGE-Month of**
March 2021 to July 31, 2021


DATE : **August 26, 2021**

May we request for the transfer of fund in the amount of **Sixty Eight Thousand Five Hundred Twenty One Pesos Only** (Php 68,521.00) representing Service Charge of Club Intramuros Golf Course for the month of **March 1, 2021 to July 31, 2021**.

Attached are the supporting documents for your reference.

For your consideration and approval.

Thank you.


JOSE RAMON L. RAMOS
Officer-In-Charge, CIGC

Tourism Infrastructure and Enterprise Zone Authority

SEP 07 2021

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