



# Club Intramuros Golf Course

Bonifacio Drive, Port Area  
Intramuros, Manila



## MEMORANDUM

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

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

**FROM** : **JOSE RAMON L. RAMOS**  
CIGC-Officer in Charge

**SUBJECT** : **REQUEST FOR TRANSFER OF FUND**

**DATE** : **May 14, 2021**

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May we request for the Transfer of Fund amounting to **One Hundred Forty Thousand Nineteen Pesos Only (P140, 019.00)**, representing payment for **MID YEAR Bonus CY 2021** of Club Intramuros Golf Course regular employees.

Please see attached payroll reference.

Thank you.

**JOSE RAMON L. RAMOS**  
CIGC-Officer in Charge