



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : RESIDENT MANAGER
Zamboanga Golf Course and Beach Park

FROM : THE MANAGER
Operations Department

SUBJECT : Proposal for the Clubhouse

DATE : 19 May 2021

This is to acknowledged received of your recommendation relative to the proposal of the Zamboanga Golf Club Association to lease the clubhouse at Php10,000.00 per month exclusive of utilities.

Though we are very happy for this proposal as it is an additional revenue for us, there are some questions left unanswered before we make the proper recommendation to the top management.

- For how long do the Association intend to lease the clubhouse?
- Do we have separate meters for electricity and water to serve as basis for charging?
- How about the furniture?
- How big is the clubhouse? Floor area?
- How much is the prevailing rate for lease of the same space in Zamboanga?

Kindly submit these data soonest so we can make the proper recommendation to management.

Atty. MARIA TERESA C. ALVAREZ