



Republic of the Philippines
Tourism Infrastructure and Enterprise Zone Authority
BALICASAG ISLAND DIVE RESORT



MEMORANDUM FOR THE CHIEF OPERATING OFFICER

THRU : The Assistant Chief Operating Officer
Assets Management Sector

The Manager
Operations Department

FROM : The Officer-in-Charge
Balicasag Island Dive Resort

DATE : 09 June 2021

SUBJECT : Rehiring of Job Order Employees for July to December 2021

This is to request for your approval the rehiring of the following Twenty Five (25) Job Order Employees of Balicasag Island Dive Resort for the period 1 July 2021 to 31 December 2021.

Their continued employment is necessary to ensure the smooth and efficient service to guests and clients and the general maintenance and upkeep of the resort.

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|----|--------------------------|---------------------------|
| 1 | Abellanos, Rex D. | Boat Captain |
| 2 | Arbutante, Lecenio L. | Dive Master |
| 3 | Arbutante, Jose Llietmar | Flat Boat Operator |
| 4 | Arbutante, Ronald F. | Waiter |
| 5 | Arbutante, Teodulo L. | Cook |
| 6 | Balan, Fructoso Jr. S. | Cost Controller |
| 7 | Balansag, Bismark L. | Dive Master |
| 8 | Cinco, Celso C. | Driver |
| 9 | Compoc, Marvin P. | Maintenance Supervisor |
| 10 | Emata, Jingle A. | Cook |
| 11 | Estoquia, Jonas C. | Waiter/ Dining Supervisor |
| 12 | Garganian, Greatyl P. | Front Office Clerk |
| 13 | Guivencan, Sergio A. | Boatman |
| 14 | Libetario, Nenito F. | Carpenter/ Cook |
| 15 | Lusterio, Zaldy C. | Cook/ Kitchen Supervisor |
| 16 | Mercado, Reynaldo C. | Dive Master |
| 17 | Miculob, Raul M. | Head Baker |
| 18 | Ordidor, Guillerma B. | Purchaser |
| 19 | Paculba, Arnulfo S. | Dive Instructor |
| 20 | Paculba, Jerick B. | Flat Boat Operator |
| 21 | Paculba, Kevin A. | Dive Master |
| 22 | Paculba, Maria Aisa L. | Front Office Clerk |




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|----|------------------------|---|
| 23 | Paculba, Milane G. | Front Office Clerk/ Front Office Supervisor |
| 24 | Quilicot, Dandy I. | Aircon and Refrigeration Technician |
| 25 | Villarmia, Niel Jay S. | Accounting Clerk |

Attached herewith are their rates with their duties and responsibilities.

For your consideration and eventual approval, sir.


ELLEONOR G. CULANGAN
Officer-In-Charge
Balicasag Island Dive Resort

Recommending Approval:

ATTY. MARIA TERESA C. ALVAREZ
Manager
Operations Department – AMS

JETRO NICOLAS F. LOZADA
Assistant Chief Operating Officer
Assets Management Sector (AMS)

APPROVED/ DISAPPROVED:

MARK T. LAPID
Chief Operating Officer