**MEMO FOR : THE CHIEF OPERATING OFFICER**

**THRU : THE ASISTANT CHIEF OPERATING OFFICER**

**Assets Management Sector**

**FROM : THE MANAGER**

Business Development Department

**SUBJECT : COVID ANTIGEN TEST FOR CLUB INTRAMUROS GOLF COURSE**

**AND ZAMBOANGA GOLF COURSE EMPLOYEES**

**DATE : SEPTEMBER 27, 2021**

The Assets Management Sector is actively pursuing means to keep employees and clients safe from the Covid-19 infection by implementing health and safety protocols in TIEZA Operating Assets particularly Club Intramuros Golf Course ( CIGC) and Zamboanga Golf Course ( ZGC).

One of the measures to be undertaken to realize this objective is to implement Rapid Antigen testing for all service personnel not only of TIEZA employees but also caddies who are rendering direct service to our clients. Aside from the vaccination of all the staff, the regular testing is a reassurance to our clients that their health and safety is foremost to us when they visit our golf courses.

In view of the above, the Business Development Department has identified this activity as its Corporate Social Responsibility (CSR) program for this year. The antigen rapid testing will cover employees, security guards, caddies and umbrella girls and others who have direct contact to the players.

Below is the cost breakdown and estimated budget :

1. Club Intramuros Golf Course

Employees, security guards P1,000 x 100 persons = P 100,000

Caddies 1,000 x 200 persons = 200,000

1. Zamboanga Golf Course

Employees P 1,800 x 38 persons = 68,400

Caddies/Umbrella girls 1,800 x 50 persons = 90,000

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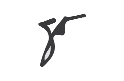
Total : P 458,400

The implementation of this measure will be effectively communicated to our clients through the TIEZA, CIGC and ZGC websites and facebook accounts as our continued safety protocols and activities being done at the entities.

The amount of P 458,400.00 shall be chargeable against the Business Development Department promotions budget.

For your consideration and approval, Sir.

Thank you.

**MA. EVELYNE A. FRANCISCO**

**Recommending Approval : Approved :**

**JETRO NICOLAS F. LOZADA MARK T. LAPID**

Memo For : The chief operating officer

From : ACOO- Assets Management Sector

Subject : Rapid Antigen Test for CIGC and ZGC employees

Date : Sept. 27, 2021