



MEMORANDUM

FOR PROCESSING

TO : **GODOFREDO R. MALDONADO** JR.
Chief, Procurement Management Division

OK *gf*

FROM : **THE DIRECTOR**
Office of Tourism Standards and Regulation

SUBJECT : **REQUEST FOR CHANGE OF FLIGHT SCHEDULE**

In line with the request of the OTSR-SDD for the procurement of airline tickets relative to the participation of Ms. Marissa Victoria C. Claustro to the 2024 ASEAN Tourism Forum in Vientiane, Lao PDR on January 25 – 28, 2024, we would like to request for change of flight schedule for the said travel:

Requirements:

Vientiane – Bangkok-Manila		Preferred Time
27 January 2024	VTE – BKK	1835H – 1935H
27 January 2024	BKK - MNL	2250H – 0320H

For your kind consideration.

Thank you.

Virgilio M. Maguigad
1-22-2024
VIRGILIO M. MAGUIGAD, EnP

