PAYMENT REQUEST FORM							
Date Requested:	14-Mar-23	Date Needed:	ASAP				
Mode of Payment:	Cash	X Check	If the request is above Php 1,000 00, cheque will be re	leased.			
Payee:	Mino, Meryli Fria	Department:					
Amount:	5,452.12	Expense Type:	SALARIES AND WAGES				
Purpose:	Last Pay						
Remarks:	Last Pay_MINO						
	Attachment (if applicable): Signed Agreement (signed by executives TIN IDs and 1valid Gov't ID to i.g SSS, PA Billing statement for the applicable mon COR / BIR 2303 FORM	G-IBIG, PASSPORT, DRIVER	S LINCENSE (for new consultants)				
BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT Bank:							
Branch:							
Account Number:			$-\Omega$				
REQUESTED BY:	Name Over Strature/ Date	APPROVED BY: For incomplete att.	EUNECE PINEDA (Inmediate Jead)				
VERIFIED/CHECKED BY:	MARY OF PALLASIGUI Name Over Signature/ Date	APPROVED BY:	ATTY. JAPANCEN LAMSEN Legal and Operation Heads				
Note: Accounting Payables Process is 3 working days upon receipt of original Payment Request Form & complete supporting documents. Please attach approved quotation(s) or any proof to support your request. This form will only be used for NON P.O Item(s) such as contracts & permits payments.							
FOR ACCOUNTING ONLY							
Accounting Dept: Processed by:	Processed by:	Finance Verified By:	Approved b	y:			
Name Over Signature/ Date	Name Over Signature/ Date	Name Over Sigr	nature/ Date Name/ Date Document No.: AFD20161017-001 v.3	e			

PE: FINAL PAY COMPUTATION NAME: MERRYL F. MINO POSTION: RECEPTIONIST DEPARTMENT: ADMIN COVERED PERIOD: January 01, 2023 - January 27, 2023 PARTICULARS					
		RECEPTIONIST ADMIN		DIGITS	
			Scott 10g Years		
			Ţ		
		AMOUNTS			
		PARTICULARS	Detail	Total	
A.	Unpaid salary			5,212.72	
		Cut off (Jan 1-27, 2023)	5,212.72		
B.	13th month pay			-	
		Monthly Basic Pay	14,867.50		
		Year-to-date basic pay			
		Divided by 12	-		
C. Tax refu	Tax refund (deficit)	for current year		•	
		Year-to-date tax withheld			
		Year-to-date tax due	-		
		Tax still due/refund	·		
).	SL/VL Monetization			239.40	
		SL (0.42 days)	239.40		
		VL (0 days)			
		Total	239.40		
E.	Others			•	
TOTAL			· · · · · · · · · · · · · · · · · · ·	5,452.12	

Prepared by:

Approved by:

Verified/Checked by:

CONFIDENTIAL

FINAL P.

