

PAYMENT REQUEST FORM

Date Requested: 11-Aug-22
Requestor's Name: JENIFER RAPISTA
Company: ADMIN DEPT.
Department/Branch: ADMIN DEPT.
Amount: 11,000.00

Date Needed: 21-Aug-22
Start: _____
End: _____

Note: Maximum allowable Date needed is 15 working days from date of request, liquidation is on or before 5 working days after completion of purpose.

Detailed Purpose: BUDGET FOR ADMIN - TEAM BUILDING 2022
FOR 11 PAX.

Attachment (please specify): Approval screenshot.

REQUESTED BY: JENIFER RAPISTA
Requestor's print name & signature

☐ CASH

☒ DEPOSIT

BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT

Bank/Branch: BDO
Account Name: JENIFER RAPISTA
Account Number: 006580144946

APPROVED BY: KAT GO
Immediate Head print name & signature

Executive (if applicable)

Note: Accounting Department process payables is 3 working days upon received of original Payment Request Form. Please attached approved quotation or any proof that can support your request. This form will be used for NON P.O item such as contract & permits, meal allowance, transportation and etc.

FOR ACCOUNTING USE ONLY

| Accounting Dept: Received by: _____ Print name & signature | Finance Department | | |
|--|---|--|--|
| | Processed by: _____ Print name & signature | Verified by: _____ Print name & signature | Approved by: _____ Print name & signature |

TEAM BUILDING 2022

What : TEAM BLDG.

When: Aug. 28, 2022

**Where: Phielle in-home, Calayo House Rental
Nasugbu Batangas**

| PARTICIPANTS NAME | DEPARTMENT | |
|--------------------------|-------------------|---------------------|
| 1. KAT GO | ADMIN | DTC DIRECT EMPLOYEE |
| 2. BERNARD PANCHO | ADMIN | DTC DIRECT EMPLOYEE |
| 3. JENIFER RAPISTA | ADMIN | DTC DIRECT EMPLOYEE |
| 4. ROSE ANN TAN | ADMIN | DTC DIRECT EMPLOYEE |
| 5. ARVIN GAVINO | MESSENGER | DTC DIRECT EMPLOYEE |
| 6. MERYLL MINO | RECEPTIONIST | DTC DIRECT EMPLOYEE |
| 8. CHINO DE LEON | MAINTENANCE | DTC DIRECT EMPLOYEE |
| 8. RESTY SOLOMON | MAINTENANCE | PHILMAN |
| 9. JOHN DAVID LAGTO | UTILITY | PHILMAN |
| 10. ARNEL BRASAS | UTILITY | PHILMAN |
| 11. OLIMAR DUMAS | UTILITY | PHILMAN |



PHIELLE IN-HOME
CALAYO HOUSE
RENTAL



Calayo Beach, Nasugbu Batangas

Phielle In-Home Calayo House Rental

Your Home away from Home...

Transient House walking distance to the beach
approx. 70-meters takes 1 to 2 mins. walk to the
shore.

Accommodation Includes

- ✓ Whole House
- ✓ 1-Aircon Bedroom
- ✓ 1-Attique with Fan upstairs
- ✓ Own Sala, Kitchen, Dining and CR

- ✓ Free use Double Burner Gas
- ✓ Free use of Griller
- ✓ Free use of Kitchenwares and Refrigerator
- ✓ FREE WIFI

✓ UNLIMITED ACCESS TO CALAYO BEACH

VIA KAYBIANG TUNNEL

2-3hrs away from
the metro

LOCATION



Centro, Calayo Rd., Barangay Calayo, Nasugbu,
Batangas

Phielle In-Home Calayo on G Maps/Weze

Contact Us

0920-6202764

FB Page: Phielle In-Home Calayo House Rental

Main Account: Marchelle Anne

ANNEX "A"

ACTIVITY WAIVER AND RELEASE FORM (FOR 2022 TEAM BUILDING ACTIVITY)

1. That I am an employee of DIGITS TRADING CORP / BEYOND CONCEPTS, INC. / BOXTALKS, INC. / DIGITAL WALKER CORP / TEQUINOX CORP / AND OTHER AFFILIATES, hereinafter collectively referred to as "**COMPANY**";
2. That I will be voluntarily participating in the **2022 TEAM BUILDING ACTIVITY** of the **DEPARTMENT** which involves swimming and other activities that might exposed me to danger and other infectious disease.
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4. Further, I hereby certify that there are no health-related concerns, issues, problems that might preclude my participation in this activity and I voluntarily assume full responsibility for any risk or loss or damage that I might incur because of these activities. I hereby consent to receive medical treatment that may be deemed advisable in the event of injury, accident, and/or illness during this event.
5. I understand that at this event or related activities I may be bound to fill up some data and photographs might be taken and I agree to allow my details, photo, video, or film likeness to be used for any legitimate purpose by the **COMPANY**, sponsors, organizers, and/or assigns.
6. I further agree to indemnify, hold harmless the **COMPANY** from liability, loss, damage, or cost including litigation expense and attorney's fees for cases that might arise in relation to my participation in the said activity whether caused by negligence of the **COMPANY** or otherwise.
7. That this **ACTIVITY WAIVER** shall bind the members of my family, spouses, heirs, assigns and personal representative and shall be deemed as complete waiver. Further, this **ACTIVITY WAIVER** shall be construed broadly to provide a release and waiver to the maximum extent permissible under the applicable law.

In signing this form, I acknowledge and represent that I have read and understand the content of the foregoing and sign it voluntarily as my own free act and deed and no other oral representation or statement or inducements apart from the foregoing written statement shall have been made.

CONFORME

Name: BERNIE PANCIB
Department: ADMIN

Signature: 
Date: 08/12/22

ANNEX "A"

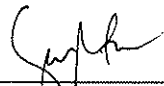
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CONFORME

Name: Janifer Rapista
Department: Admin

Signature: 
Date: 8-11-2022

ANNEX "A"


ACTIVITY WAIVER AND RELEASE FORM (FOR 2022 TEAM BUILDING ACTIVITY)

1. That I am an employee of DIGITS TRADING CORP / BEYOND CONCEPTS, INC. / BOXTALKS, INC./ DIGITAL WALKER CORP/ TEQUINOX CORP/ AND OTHER AFFILIATES, hereinafter collectively referred to as "**COMPANY**";
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CONFORME

Name: ROSE ANN TAN
Department: ADMIN

Signature: 
Date: AUGUST 11, 2022

ANNEX "A"

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1. That I am an employee of DIGITS TRADING CORP / BEYONDCONCEPTS, INC. / BOXTALKS, INC/ DIGITAL WALKER CORP/ TEQUINOX CORP/ AND OTHER AFFILIATES, hereinafter collectively referred to as "COMPANY";
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CONFORME

Name: ARVIN SAVINO
Department: ADMIN

Signature: 
Date: 8-11-2022

ANNEX "A"


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CONFORME

Name: Meryll Mino
Department: Admin

Signature: 
Date: 8/4/2022

ANNEX "A"


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CONFORME

Name: Monchino de Leon
Department: ADMIN

Signature: 
Date: 03-12-22

ANNEX "A"


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CONFORME

Name: RETTY SOLOMON
Department: ADMIN

Signature: 
Date: 8-11-22

ANNEX "A"

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CONFORME

Name: JOHN DAVID LAGU
Department: ADMIN

Signature: [Signature]
Date: AUG. 11 2022

ANNEX "A"

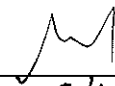
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CONFORME

Name: ARNEL BRABAY
Department: ADMIN

Signature: 
Date: 8/11/22

ANNEX "A"


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CONFORME

Name: MARTIN DUMAS
Department: ADMIN

Signature: 
Date: 0-11-2022