Date Requested: 11-Feb-23 Date Needed: ASAP Mode of Payment: Cash X Check If the request is above Php 1,000.00, cheque will be released. Payee: HDMF Department: Accounting Purpose: HDMF Loan Remarks: DTC HDMF Loan Remarks: DTC HDMF Loan for the month of JANUARY 2023 Attachment (if applicable): Signed Agreement (signed by executives and consultant) TIN IDs and Valid Gov't ID to i.g SSS, PAG-IBIG, PASSPORT, DRIVERS LINCENSE (for new consultants) Billing statement for the applicable month. COR / BIR 2303 FORM BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT Bank: Roanch: Account Number: Account Number: Por incomplete attachedment APPROVED BY: EUNECE PINEDA Immediate Head) For incomplete attachedment APPROVED BY: ATTY. JAENICEN 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: Name Over Signature/ Date		PAYMENT REC	QUEST FORM		
Payee: HDMF Department: Accounting Amount: 5,632.40 Expense Type: PAG-IBIG EE LOAN Purpose: HDMF Loan Remarks: DTC HDMF Loan for the month of JANUARY 2023 Attachment (if applicable): Signed Agreement (signed by executives and consultant) TIN IDs and I valid Gov't ID to it, gS SS, PAG-IBIG, PASSPORT, DRIVERS LINCENSE (for new consultants) Billing statement for the applicable month. COR / BIR 2303 FORM BANK ACCOUNT DETAILS FOR DIRECT DEPOSIT Bank: Branch: Account Number: REQUESTED BY: ROSANNA AGRNEL Name Over-Signature/ Date REQUESTED BY: ATTY. JAENICEN 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 eny proof to support your request. This form will only be used for NON P.O Item(s) such as contracts & permits poyments. FOR ACCOUNTING ONLY Accounting Dept: Finance Dept: Processed by: Name Over Signature/ Date	Date Requested:	11-Feb-23	Date Needed:	ASAP	
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