

PAYMENT REQUEST FORM

Date Requested: 15-Mar-23

Date Needed: ASAP

Mode of Payment: Cash

X Check

If the request is above Php 1,000.00, cheque will be released.

Payee: Aberin, Adrian Dela Guardia

Department: TSUKEMEN

Amount: 8,356.90

Expense Type: SALARIES AND WAGES

Purpose: Last pay

Remarks: Last Pay_ABERIN

Attachment (If applicable):

- Signed Agreement (signed by executives and consultant)
- TIN IDs and 1 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:

Branch:

Account Number:

REQUESTED BY:

ROSANNA BORNEL

Name Over Signature/ Date

APPROVED BY:

EUNICE PINEDA

(Immediate Head)

For incomplete attached ment

VERIFIED/CHECKED BY:

MARY JO PALLASIGUI

Name Over Signature/ Date

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

Finance Dept:

Processed by:

Name Over Signature/ Date

Verified By:

Name Over Signature/ Date

Approved by:

Name/ Date

Document No.: AFD20161017-001 v.3

TYPE:		FINAL PAY COMPUTATION			
NAME:		ABERIN ADRIAN D			
POSTION:		Apple Technician			
DEPARTMENT:		Service Tech			
COVERED PERIOD:		July 11 - December 31, 2022			
PARTICULARS				AMOUNTS	
				Detail	Total
A.	Unpaid salary				7,883.62
		Cut off (December 16-31, 2022)	7,883.62		
B.	13th month pay				473.28
		Monthly Basic Pay	16,660.00		
		Year-to-date basic pay	5,679.36		
		Divided by 12	473.28		
C.	Tax refund (deficit)	Year-to-date tax withheld			-
		Year-to-date tax due	-		
		Tax still due/refund	-		
D.	SL/VL Monetization				-
		VL (0 days)			
		SL (0 days)			
		Total	-		
E.	Others				-
			-		
TOTAL					8,356.90

Prepared by:


ROSANNA BORNEL
Payroll Associate

Verified/Checked by:


MARY JOY B. PALLASIGUI
SR. Payroll Officer

Approved by:

EUNECE PINEDA
Accounting Manager

CONFIDENTIAL

FINAL