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## DEBIT / CREDIT MEMO

TO:

DATE:

PARTICULARS			AMOUNT
Training Fee :			
(onsite training date)			
Dormitory, Meal and Transportation Expenses:			
Training fee	DMT	(Total amount with VAT)	(Total Amount w/o VAT)

PREPARED BY:

REVIEWED BY:

APPROVED BY:

JLCABREJAS

MAMARTINEZ

EZCLEMENTE, JR.