



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**TO :** The Assistant Chief Operating Officer  
Administrative and Finance Sector

**THRU :** The Manager  
Financial Services Department

**FROM :** The Assistant Chief Operating Officer  
Assets Management Sector

**SUBJECT :** FY 2021 MID-Year Bonus

**DATE :** May 27, 2021

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This is to request processing of Transfer of Fund amounting to **ONE HUNDRED NINE THOUSAND FOUR HUNDRED SEVENTY FOUR PESOS ONLY (P109,474.00)** as FY 2021 Mid-Year Bonus.

The attached documents are for your reference:

- Memo form Human Resources Division
- Payroll from Balicasag Island Dive Resort

**JETRO NICOLAS F. LOZADA**



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

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**MEMO FOR :** The Manager  
Operations Department

**FROM :** The Manager  
Human Resource Services Division

**SUBJECT :** FY 2021 MID-Year Bonus

**DATE :** May 27, 2021

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Forwarding herewith the attached payroll of four (4) regular employees of Balicasag Island Dive Resort, in the amount of ₱103,474.00, duly verified and found in order.

*J. Soriano*  
**JOSEFINA U. SORIANO**

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memo/OPEL-transmittal

# TIEZA

## Tourism Infrastructure and Enterprise Zone Authority

### BALICASAG ISLAND DIVE RESORT

CY 2021 MIDYEAR BONUS PER RA#            AND BUDGET CIRCULAR #            DTD.           

WE HEREBY ACKNOWLEDGE to have received of MARIA ELISA U. MONTEGRANDE the amount indicated opposite our respective names being full amount representing CY 2021 MIDYEAR BONUS except as noted otherwise in the Remarks Column.

NO.	NAME	JG STEP	ASSUMPTION DATE	BASIC SALARY/ MONTH	RICE SUBSIDY	FOOD SUBSIDY	PERA	EMPL. MEAL ALL.	CHIL. DREN ALL.	MONTHLY BASIC PAY	DUE FROM EMPLOYEES	LESS: WHOLDING TAX	NET PAY	NO.	SIGNATURE	REMARKS
<b>PERMANENT:</b>																
01.	CASTRO, Kellynn	12-3	10.16.90	23,510.00						23,510.00			23,510.00	01.		
02.	GALIMBA, John Michael	15-2	07.02.15	30,909.00						30,909.00			30,909.00	02.		
03.	MONTEGRANDE, Maria Elsa	12-3	10.16.90	23,510.00						23,510.00			23,510.00	03.		
04.	OYALES, Mercedes	13-2	08.12.15	25,545.00						25,545.00			25,545.00	04.		
<b>TOTAL</b>				103,474.00						103,474.00			103,474.00			

1. I HEREBY CERTIFY that each person whose name appears on this roll rendered service as indicated and for the time stated

2. APPROVED, payable from appropriations of P 103,474.00

3. I CERTIFY that this roll is correct, every person whose name appears hereon rendered service, for the time and at the rates stated under my general supervision and I approve payments of this roll

4. I CERTIFY on my official oath that I have paid to each emp whose names appears on the payroll the amount set opposite their names, having been presented their Residence Certificates

  
KATHERINE U. CASTRO  
Carter C

  
JOHN MICHAEL GALIMBA  
Sr Corporate Accts Analyst

  
MARIA ELISA U. MONTEGRANDE  
Off-Balicasag Island Dive Resort

  
MARIA ELISA U. MONTEGRANDE  
Special Distancing Officer

*Handwritten:* 5/27/2024  
Hilda 27-2024