



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

Gardens of Malasag
Eco Tourism Village
Malasag, Cugman,
Cagayan de Oro City

(+63) 917-896-8873
tiezagardensofmalasag@gmail.com
www.tieza.gov.ph

MEMORANDUM

FOR : DR. ROSANNA M. OLGADO
Manager, Administrative Services Department

THRU : ATTY. MARIA TERESA C. ALVAREZ
Manager, Operations Department *msalvarez*

FROM : THE RESIDENT MANAGER

SUBJECT : SALARY DIFFERENTIAL

DATE : July 31, 2021

May we respectfully request for fund transfer amounting to **FOUR THOUSAND SEVEN HUNDRED EIGHTY THREE PESOS & 89/100 ONLY (P4,783.89)** representing the step increment salary differential of three (3) GMETV employees.

Attached herewith is the Step Increment payroll.

For your approval.

[Signature]
MA. CARMELA LV. MARQUEZ

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Gardens of Malasag Eco-Tourism Village



Pursuant to the joint CSC and DBM Circular No. 1, s. 1990, implementing Sec. (13) of R.A. No. 6758

Period: Effective Date - 07/31/2021

Step Increment Payroll

Last Name	First Name	Tax Rate (%)	SG/Step		Basic Salary		Diff./ Mo.	No. of Mos.	Sub-Total	Bonus/Incentive		Total Amount	Less:				W-Fund	Absences	W/Tax	Net Amount	Effectively Date	Days Abs./ Remarks	Signature
			Prior to Step Incr.	After Step Incr.	No. of Mos.	Amount				GSIS Prem.	PhilHealth Prem.		Diff./Mo.										
			From	To	Step Incr.	Step Incr.				Old	New												
1 Pollnar	Charissa Mae	-	12-2	12-3	P23,222.00	23,510.00	288.00	2.68	771.84	1.00	288.00	1,059.84	69.47	348.33	352.65	11.58	38.59	-	P 940.20	05/11/2021	-	-	
2 Quijada	Arceif Doloresa	0.20	15-2	15-3	30,909.00	31,292.00	383.00	4.55	1,742.65	1.00	383.00	2,125.65	155.80	463.63	469.38	25.99	87.13	-	294.75	1,561.98	03/16/2021	-	-
3 Sibbi	Juliet	-	12-2	12-3	23,222.00	23,510.00	288.00	4.55	1,310.40	1.00	288.00	1,598.40	117.16	348.33	352.65	19.53	65.52	-	-	1,396.19	03/16/2021	-	-
Total > > > >												P 3,824.89	959.00	4,783.89	342.43		57.10	191.24	-	294.75	P 3,898.37		

Bonus:

1. Mid-Year Bonus - Basic Salary as of May 15, 2021

I hereby certify on my special oath that this payroll is correct and services had been rendered as stated.

APPROVED FOR PAYMENT:

I certify on my official oath that I had paid to each employee whose names appear on the above having signed or marked their names.

CHARISSA MAE C. POLINAR
Cash Collecting Officer

MA. CARMELA LV. MARQUEZ
Resident Manager

JULIET L. SIBI
Special Disbursing Officer