



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 TWO THOUSAND FIVE HUNDRED EIGHTY FIVE PESOS ONLY (P102,585.00)** as FY 2021 Mid-Year Bonus.

The attached documents are for your reference:

- Memo form Human Resources Division
- Payroll from Gardens of Malasag eco-Tourism Village

**JETRO NICOLAS F. LOZADA**



Republic of the Philippines

**Tourism Infrastructure & Enterprise Zone Authority**

**MEMO FOR : The Manager**  
**Operations Department**

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

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

DATE : May 26, 2021

Forwarding herewith the attached payroll of four (4) regular employees of Gardens of Malasag Eco-Tourism Village, in the amount of ₱102,585.00, duly verified and found in order.

McGraw

**JOSEFINA U. SORIANO**

Chlorophyll-*a* and  
chlorophyll-*b* transmission



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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

(+63) 917 898 8873  
tiezagardensofmalasag@gmail.com  
www.tieza.gov.ph

**MIDYEAR BONUS PAYROLL - CY 2021**  
**Gardens of Malasag Eco-Tourism Village**

We do hereby acknowledge to have received from Juliet L. Sibi, Special Disbursing Officer the sum specified opposite our respective names for payment of our 2021 Midyear Bonus.

	NAME	SG-STEP	BASIC		LESS:		HMO	NET AMOUNT		SIGNATURE
			SALARY		W/TAX			DUE		
1	Polinar Charissa Mae	12 - 2	P 23,222.00		-		P	23,222.00		
2	Quijada Arceli Dolorosa	15 - 2	30,909.00		-		P	30,909.00		
3	Salaan Eden	13 - 1	25,232.00		-		P	25,232.00		
4	Sibi Juliet	12 - 2	23,222.00		-		P	23,222.00		
GRAND TOTAL > > >			P 102,585.00		-		P	102,585.00		

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

APPROVED FOR PAYMENT:

I certify on my official oath that I had paid to each employee whose name 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