



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**



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MEMORANDUM

FOR : ROSANNA M. OLGADO
Manager, Administrative Services Department

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

FROM : JOSE RAMON L. RAMOS
CIGC- Officer in Charge

SUBJECT : REQUEST FOR TRANSFER OF FUND

DATE : November 16, 2021

May we request for the Transfer of Fund amounting to **One Hundred Sixty Thousand Four Hundred Two Pesos Only (P160, 402.00)**, representing payment for **Year End and Cash Gift Bonus CY 2021** of Club Intramuros Golf Course regular employees.

Please see attached payroll.

Thank you.


JOSE RAMON L. RAMOS

TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY

Club Intramuros Golf Course

Manila

YEAR END BONUS AND CASH GIFT PAYROLL FOR FISCAL YEAR 2021

PER GCG's CPCS Implementing Circular No.: 2018-03 dated May 9, 2018

Club Intramuros Golf Course

REGULAR EMPLOYEES	NAME		GRADE STEP		BASIC SALARY	Cash Gift	TOTAL	Tax Due	NET DUE	REMARKS
01.	ANOTA, DANILO		21-3		59,707.00	5,000.00	64,707.00	-	64,707.00	
02.	GODALLE, KRYSTINE JOY		15-3		31,292.00	5,000.00	36,292.00	-	36,292.00	
03.	PACELAN, LEILANI		12-2		23,222.00	5,000.00	28,222.00	-	28,222.00	
04.	PASCUAL, CRESENCIO		13-4		26,181.00	5,000.00	31,181.00	-	31,181.00	
					140,402.00	20,000.00	160,402.00	-	160,402.00	

ret. Nov. 6, 2021

1.) I CERTIFY on my official oath that the above payroll is correct and that the services have been duly rendered as stated.

2.) Approved: Funds available in the amount **160,402.00**

MYLENE A. MAGSINO
ACCOO-Technical Assistant

KRYSTINE JOY A GODALLE
Sr Corp Accounts Analysts

3.) CERTIFIED : APPROVED for payment:

4.) I CERTIFY on my official oath that I have paid to each employee whose name appears on the above payroll set opposite his / her name.

JOSE RAMON L. RAMOS
CICG- Officer in Charge

LEILANI M. PACELAN
Special Disbursing Officer