

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

#### **MEMORANDUM**

The Assistant Chief Operating Officer TO

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

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

MEMO FOR : The Manager

Operations Department

**The Manager**Human Resource Services Division

FROM

SUBJECT: FY 2021 MID-Year Bonus

: May 27, 2021

DATE

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.

JOSEFINA U. SORIANO

@leizl/payroll-doc memos/OPED-transmittal

O 6th & 7th Floors, Tower 1, Double Dragon Plaza, Double Dragon Meridian Park
Macapagal Avenue corner EDSA Extension, Bay Area, Pasay City 1302, Philippines
(h (+632) 8249-5900 to 79 www.fieza.aov.ph an enteranticial



## TIEZA

# CY 2021 MIDYEAR BONUS PER RA# AND BUDGET CIRCULAR # DTD. Tourism Infrastructure and Enterprise Zone Authority **BALICASAG ISLAND DIVE RESORT**

WE HEREBY ACKNOWLEDGE to have received of MARIA ELSA 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.

as and	whose :		-		2	23	92.	9		NO.		
as indicated and for the time stated	<ol> <li>I HEREBY CERTIFY that each person whose name appears on this roll rendered service.</li> </ol>	SEDERA CERT		TOTAL	04. OYALES	03. MONTEGRANDE	Q2. GALM/BA	01. CASTRO	PERMANENT:	N.		
tated	roll rendered service	EV that ason water		<	. Mercedita	, Maria, Elsa	John Michael	Kathryn		NAME		
	3	5			13-2	12:3	52	123		STEP	5	and the same
	52	a company			06.12.15	10.16.90	07.02.15	10.16.90		DATE	ASSUMPTION	
. 10	appropriations of	med without OSVORBEN C	A	103,474.00	25,545.00	23,510.00	30,909.00	23,510.00		HTNOM	SALARYI	BASIC
103,474.00	Cd.	anthia from	1 10 5 mg	0.						Adisans Adisans	RICE	
										Adisans	FOOD	
service, for I	person whos	3   CERTIEY that this roll is covered swarp									PERA	
service, for the time and at the rates stated under	person whose name appears hereon rendered	that this collie	PARTICIPATION OF THE PARTICIPA						v	ALL	MEAL	EMPLY.
haraks stated	are hereon re-	Alleva present	THE RESIDENCE AND ADDRESS OF THE PERSONNEL PROPERTY.							ALL	DREN	CHIL
d under	ndered		THE RESERVE THE PERSON NAMED IN COLUMN TWO	103,474.00	25,545.00	23,510.00	30,909.00	23,510.00		PAY	BASIC	MONTHLY
			- The second sec							EMPLOYEES	FROM	DUE
their names, having been presented their Residence Certificates	shore names app	4   CERTIFY on a								TAX	WIHOLDING	LESS
been presented	nears on the per	ny official cath t		103,474.00	25,545.00,	23,510.00	30,909.00	23,510.00 01.			PAY	NET
thair Res	woe the		1		3	8	8	01.		NO.		
sidence Certificates.	whose memes appears on the psyrolithe amount set opposite	CERTIFY on my official colfs that I have paid to each earp								SIGNATURE		
2	200	2								REMARKS		

KATHER STATES

KARN WICHVET W. STRINGS Sr. Corporate Accts. Analyst 1. 400

speag Island Dive Resort

3. I CERTIFY that this not is correct, every my general supervision and Lapprove payments person whose name appears hereon remotered service, for the time and at the rates stated under

His 5/27/2024

MAKIA DISA U MENTEGRANDO Speciel Distursing Officer