



**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

FROM : THE RESIDENT MANAGER

SUBJECT : MIDYEAR BONUS 2021

DATE : May 4, 2021

May we respectfully request for fund transfer amounting to **ONE HUNDRED TWO THOUSAND FIVE HUNDRED EIGHTY FIVE PESOS ONLY (P102,585.00)** representing the Midyear Bonus of four (4) GMETV employees.

Attached herewith is the Midyear Bonus payroll.

For your approval.

MA. CARMELA LV. MARQUEZ





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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