



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : The Assistant Chief Operating Officer
Administration and Finance Sector

THRU : The Manager
Financial Services Department

FROM : The Assistant Chief Operating Officer
Assets Management Sector

SUBJECT : Gardens of Malasag Eco-Tourism Village (GMETV)
Fund Requirement October and November 2021

DATE : October 11, 2021

GMETV incurred a total operating expenditures amounting **P926,741.97** for the month of September 2021. Fund requirements for October and November 2021, as reflected in its projected cash flow is **P2,499,833.33**. Our evaluation showed that they are only allowed the amount of **P1,560,200.00**

Based on the attached computation it still needs **P442,600.00** to complement its fund requirement for the two months. We recommend the release of the said amount.

JETRO NICOLAS F. LOZADA

Transfer of Fund Computation **September 2021**
ANNEX B

A. Fund Requirement - **(October 2021 and November 2021)**

Personal Services	408,500.00	
Maintenance and Other Operating Services	1,151,700.00	
Cost of Sales		
Total		1,560,200.00

B. Cash balance

Cash Balance, Beginning		1,150,346.64	
Add: Transfer of Funds - operating	1,070,100.00		
Transfer of Funds - hazard pay	212,000.00		
Interest Income	247.12		
		<u>1,282,347.12</u>	
Total Cash Available			2,432,693.76
Less: Disbursements - Sep-21	926,692.55		
Withholding tax- DBP	49.42		
		<u>926,741.97</u>	
Total Cash balance, end			1,505,951.79
Less: Accounts Payable - Sep-21	228,627.26		
Salaries of Job Order - Sept. 16-30, 2021	143,696.73		
BIR remittance for September 2021	16,050.11		
		<u>388,374.10</u>	1,117,577.69
Total			442,622.31

C. Fund Requirement (A-B) **(October 2021 and November 2021)** **-** **442,622.31**

TOTAL AMOUNT FOR RELEASE **"S A Y"** **442,600.00**

Savings Account:

Particulars	Amount	Date
Transfer to Home Office for the month		
Savings Account Balance		

Prepared by:



Lawrence Anthony L. Cua

Certified Correct by:



ATTY. MARIA TERESA C. ALVAREZ

note: Payables JEV#

ENTITY

Fund Requirement: Oct 2021 to Nov 2021
September 2021

ANNEX A

PERSONAL EXPENSES

Salaries & Wages

S & W Regular

Other Compensation

PERA

Representation Allowance

Transportation Allowance

Clothing Allowance

Susb., Laundry & QTR Allowance

Other Bonuses and Allowances

Anniversary Bonus

13th Month Pay

Service Recognition Incentives

Medical Benefits

Employees Meal Subsidy

Children Allowance

Rice Subsidy

Food Subsidy

Performance Based Bonus

Performance Enhancement Incentive

Loyalty Service Award

Hazard Pay

Mild Year Bonus

Cash Gift

Year End Bonus

Personnel Benefits Contributions

Life & Ret. Ins. Premium

Pag-Ibig Contributions

Philhealth Contributions

State Insurance Premium

Other Personnel Benefits

Provident Fund Benefits

Terminal Leave Pay

TOTAL PERSONAL SERVICES

MAINTENANCE & OTHER OPERATING EXPENSES

Travelling Expenses-Local

Supplies & Materials Exp.

Office Supplies Expenses

Accountable Forms Exp

Drug & Medicines Exp

Fuel Oil & Lub Exp.

Other Supplies Expenses

Budget	Actual	Available	Projected Cash Flow		CY2020		CY2021	Amt to be
2021	as of Sep 21	Balance	Oct-21	Nov-21	Total	Ave(2 mos.)	Ave(2 mos.)	released

2,031,396.00	1,531,892.89	499,503.11	169,283.00	169,283.00	338,566.00	337,940.00	340,420.64	340,500.00
120,000.00	90,000.00	30,000.00	10,000.00	10,000.00	20,000.00	20,000.00	20,000.00	20,000.00
30,000.00	30,000.00	0.00			0.00	5,000.00	6,666.67	
179,283.00	-	179,283.00			0.00		0.00	
179,283.00	-	179,283.00			0.00		0.00	
-	573.00	(573.00)			0.00	126.50	127.33	
-	15,300.00	(15,300.00)			0.00		0.00	
-	4,500.00	(4,500.00)			0.00	3,400.00	3,400.00	
97,368.00	-	97,368.00			0.00	1,000.00	1,000.00	
25,000.00	-	25,000.00			0.00		0.00	
-	97,500.00	(97,500.00)			0.00	28,161.67	21,666.67	
169,283.00	171,013.00	(1,730.00)			0.00	3,333.33	38,002.89	
25,000.00	-	25,000.00			0.00	17,097.50	0.00	
169,283.00	-	169,283.00			0.00		0.00	
243,770.00	184,535.44	59,234.56	20,314.17	20,314.17	40,628.33	40,552.80	41,007.88	41,100.00
6,000.00	4,500.00	1,500.00	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
23,525.00	21,977.78	1,547.22	1,960.42	1,960.42	3,920.83	4,877.06	4,883.95	4,900.00
6,000.00	4,500.00	1,500.00	500.00	500.00	1,000.00	1,000.00	1,000.00	1,000.00
304,709.00	230,357.68	74,351.32	25,392.42	25,392.42	50,784.83	50,691.00	51,190.60	
3,609,900.00	2,386,649.79	1,223,250.21	227,950.00	227,950.00	455,900.00	520,846.53	530,366.62	408,500.00
200,000.00	-	200,000.00	16,666.67	16,666.67	33,333.33	10,942.79	0.00	5,000.00
55,000.00	14,685.46	40,314.54	4,583.33	4,583.33	9,166.67	4,161.43	3,263.44	3,300.00
12,000.00	-	12,000.00	1,000.00	1,000.00	2,000.00	612.99	0.00	700.00
10,000.00	-	10,000.00	833.33	833.33	1,666.67	14.88	0.00	100.00
400,000.00	76,436.82	323,563.18	33,333.33	33,333.33	66,666.67	23,480.66	16,985.96	17,000.00
1,000,000.00	155,930.71	844,069.29	83,333.33	83,333.33	166,666.67	80,036.62	34,651.27	34,700.00