



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**



**BALICASAG ISLAND
DIVE RESORT**
Panglao, Bohol
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MEMORANDUM

FOR : **ROSANNA M. OLGADO**
Manager, Administrative Services Department

THRU : **JETRO NICOLAS F. LOZADA** *Amr 11/03*
ACOO, Assets Management Sector

: **ATTY. MARIA TERESA C. ALVAREZ** *maria 11/03*
Manager, Operations Sector

FROM : **THE OFFICER-IN-CHARGE**
Balicasag Island Dive Resort

Re : **REQUEST FOR FUND TRANSFER**

DATE : **October 21, 2021**

Respectfully endorsing to you the request for transfer of funds in the amount of **EIGHTY SEVEN THOUSAND FIVE HUNDRED SIXTY FIVE PESOS ONLY (P 87,565.00)** representing payment for Year End Bonus of BIDR – Permanent Employees CY 2021 .

Please find attached payroll for your reference.

Thank you.

[Signature]
MERCEDITA OYALES
OIC-BIDR

TIEZA BALICASAG ISLAND DIVE RESORT

YEAR END BONUS CY 2021 PAYROLL PER RA# AND BUDGET CIRCULAR# DTD.

WE HEREBY ACKNOWLEDGE to have received of MARIA ELISA U. MONTEGRANDE the amount indicated opposite our respective names being full amount representing CY 2021 YEAR END BONUS except as noted otherwise in the Remarks Column.


No.	NAME	JG STEP	PERCENTAGE	BASIC SALARY/MO.	CASH GIFT	GROSS AMOUNT	Less: WITHHOLDING TAX	Less: Due to Employee	NET PAY	NO.	SIGNATURE	RE
	<u>REGULAR:</u>											
01.	CASTRO, Kathryn	12-3	1.00	23,510.00	5,000.00	28,510.00			28,510.00	01.		
02.	MONTEGRANDE, Maria Elsa	12-3	1.00	23,510.00	5,000.00	28,510.00			28,510.00	02.		
03.	OYALES, Mercedita	13-2	1.00	25,545.00	5,000.00	30,545.00			30,545.00	03.		
GRAND TOTAL				72,565.00	15,000.00	87,565.00	-	-	87,565.00			

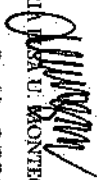
1. I HEREBY CERTIFY that each person whose name appears on this roll rendered service as indicated and for the time stated.


2. APPROVED, payable from appropriations of P 87,565.00

3. I CERTIFY that this roll is correct, every person whose name appears herein rendered service, for the time and at the rates stated under my general supervision and I approve payments of this roll.

4. I CERTIFY on my official oath, that I have paid to each of whose names appears on the payroll the amount set opposite their names, having been presented their Residence Certificate


KATHRYN CASTRO
Cashier C/CCO


MARIA ELISA U. MONTEGRANDE
Cashier C/SDO


MERCEBITA OYALES
OIC-Balicasag Island Dive Resort

MARIA ELISA U. MONTEGRANDE
Special Disbursing Officer