

SECURITY BILLING CHECKLIST

- 1 Endorsement from Department Manager
- 2 Billing Statement (invoice)
- 3 Certification of total duty hours (Name of Guard with corresponding total duty hours)
- 4 Security detachment (Post assignment and Time of Duty)
- 5 DTR Summary signed by TIEZA and Agency's representative
- 6 Individual DTR signed by Guard on Duty, Head Guard, and TIEZA representative

MEMORANDUM

TO : The Manager
Financial Services Department

FROM : Manager
Operations Department

SUBJECT : Processing of Security Services Payment

DATE : September 28, 2021

This is to request for the processing of the attached Statement of Account from Circa Security and Investigation Inc. for security services rendered at Club Intramuros Golf Course & Light and Sound Museum for the period covering June 16 – 30, 2021


Atty. MARIA TERESA C. ALVAREZ

BILLING STATEMENT

Nº 5053

TO: Seccion de Infraestructura and
Enterprise Joint Authority (TIEJA) Terms: 16-30
ADDRESS: Seiudad Macapagal Ave., cor.
EDSA Ext. Paray City Date: June 30, 2021

Billing for Security Services rendered for the period.

from June 16 to June 30, 2021

Billing for:

| | | |
|-------------------------|------------------|---------------------|
| Due to Guard & Gov't | <u>30 guards</u> | P <u>342,603.85</u> |
| Agency Fee | | <u>8,385.95</u> |
| VAT | | <u>1,006.30</u> |
| TOTAL AMOUNT DUE | | P <u>351,996.10</u> |

NOTE: This is not valid as a receipt of payment. Please make all checks payable to Circa Security & Investigation, Inc. Interest will be charged at the rate of 2% per month on all unpaid balance:

THANK YOU

Circa Security and Investigation, Inc.

[Signature]
Printer's Accreditation No. 25BMP20180000000036
Date Issued 12-14-2018

ed by:
[Signature]
E.R. GONZALES
Director

RECEIVED ORIGINAL
Date Sept. 21, 2021
By [Signature]
Designation _____

ATARDAR
Skills: (50x2) 5001-5500 SS ENTERPRISES
Authority to Print No. OCN4A00002358851
Issued 03-02-2020: Valid Until 03-01-2025
DAR-Triple 7 Printing Press Enterprises
ON D. PREPOTENTE - Proprietor
G. TIN: 222-223-640-000

"THIS DOCUMENT IS NOT VALID FOR CLAIMING INPUT TAXES"
THIS BILLING STATEMENT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP