



MEMORANDUM

FOR : ROSANNA M. OLGADO
Manager, Administrative Services Department

THRU : JETRO NICOLAS F. LOZADA
ACOO, Assets Management Sector

: ATTY. MARIA TERESA C. ALVAREZ
Manager, Operations Sector

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

Re : REQUEST FOR FUND TRANSFER

DATE : November 04, 2021

malina

Respectfully endorsing to you the request for transfer of funds in the amount of **SEVENTY FIVE THOUSAND PESOS ONLY (P 75,000.00)** representing payment for CNA of BIDR – Permanent Employees CY 2021 .

Please find attached payroll for your reference.

Thank you.


MERCEDITA OYALES
OIC-BIDR

TIEZA
Tourism Infrastructure and Enterprise Zone Authority
BALICASAG ISLAND DIVE RESORT

**CNA INCENTIVE OF BIDR - PERMANENT EMPLOYEES
CY 2021**

WE HEREBY ACKNOWLEDGE to have received of KATHRYN I. CASTRO the amount indicated opposite our respective names being full amount representing CNA Incentive CY 2021 of BIDR - Permanent Employees except as noted otherwise in the Remarks Column.

No.	NAME	ASSUMPTION DATE	GROSS C. N. A. Incentive	DUE FROM	NET AMOUNT DUE	NO.	SIGNATURE	REMARKS
01.	<u>REGULAR:</u> CASTRO Kathryn	10.16.90	25,000.00		25,000.00	01.		
02.	MONTESGRANDE Maria Elisa	10.16.90	25,000.00		25,000.00	02.		
03.	OYALES Mercedita	06.12.15	25,000.00		25,000.00	03.		
GRAND TOTAL >>>>>>>>			75,000.00	0.00	75,000.00			

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

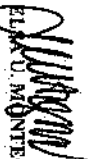
2. APPROVED, payable from appropriations of


P 75,000.00

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 employee whose names appears on the payroll the amount set opposite their names, having been presented their Residence Certificates.


KATHRYN I. CASTRO
Cashier C - CCO / SDO


MARIA ELISA D. MONTESGRANDE
Cashier - C / Bookkeeper


MERCEEDITA OYALES
O/C-Balicasag Island Dive Resort

KATHRYN I. CASTRO
Cashier C - CCO / SDO