



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : The Assistant Chief Operating Officer
Administration and Finance Sector

THRU : The Manger
Financial Services Department

FROM : The Assistant Chief Operating Officer
Assets Management Sector

SUBJECT : Transfer of Fund

DATE : November 16, 2021

This is to request for transfer of fund amounting to **TWO HUNDRED SEVENTEEN THOUSAND SEVEN HUNDRED TWENTY SEVEN PESOS ONLY (P217,727.00)** as *Year-End Bonus and Cash Gift for FY 2021* for Zamboanga Golf Course and Beach Park's Four (4) employees and Gardens of Malasag Eco Tourism Village's one (1) employee.

Attached are the following for your references

- Memorandum from the Human Resource Services Division
- Memorandum from the Zamboanga Golf Course and Beach Park
- Payroll of employees


JETRO NICOLAS F. LOZADA



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMO FOR : **The Manager**
Operations Department

FROM : **The Manager**
Human Resource Services Division

SUBJECT : **FY 2021 Year-End Bonus and Cash Gift**

DATE : **November 15, 2021**

Forwarding herewith the attached payroll of four (4) regular employees of Zamboanga Golf Course and Beach Park, and one (1) regular employee of Gardens of Malasag Eco-Tourism Village, in the amount of ₱145,258.00 and ₱72,469.00, respectively, duly verified and found in order.

Josefina U. Soriano
JOSEFINA U. SORIANO

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memo/OPED-humanrmtl

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
ZAMBOANGA GOLF COURSE & BEACH PARK
 Upper Calarian, Zamboanga City

YEAR-END BONUS AND CASH GIFT CY-2021

NO.	NAME OF EMPLOYEES	SG	RATE/ MONTH/DAY	AVERAGE NO. OF WD	BASIC	CASH GIFT	AMOUNT	WITHHOLDING TAX	NET AMOUNT
1	BORJA, Claire	19-4	47,522.00	22	47,522.00	5,000.00	52,522.00	4,752.20	47,769.80
2	GALANG, Teresa	15-3	31,292.00	22	31,292.00	5,000.00	36,292.00	3,129.20	33,162.80
3	ALANANO, Elian Rheanne	12-2	23,222.00	22	23,222.00	5,000.00	28,222.00	-	28,222.00
4	YBAÑEZ, Irene	12-2	23,222.00	22	23,222.00	5,000.00	28,222.00	-	28,222.00
GARDENS OF MALASAG ECO-TOURISM VILLAGE					125,258.00	20,000.00	145,258.00	7,881.40	137,376.60
1	MARQUEZ, Ms. Carmela	22-3	67,469.00	22	67,469.00	5,000.00	72,469.00	10,120.25	62,348.75
					192,727.00	25,000.00	217,727.00	18,001.65	199,725.35

I CERTIFY on my official oath that I have paid to each employee whose name appears on the above payroll the amount set opposite his/her name, he/she having presented his/her Residence Certificate.

ELIAN RHEANNE D. ALANANO
 SDO

I CERTIFY on my official oath that I have witnessed payment to each person whose name appears hereon, of the amount set opposite his/her name and my initials.

Teresa D. Galang
TERESA D. GALANG
 Sr. Corporate Accounts Analyst

I CERTIFY on my official oath that the above payroll is correct and that the services have been duly rendered as stated.

DR. CLAIRS S. BORJA
DR. CLAIRS S. BORJA
 Officer in Charge

11/15/2021
Approved 12 Nov 2021