



# Club Intramuros Golf Course

Bonifacio Drive, Port Area  
Intramuros, Manila



## MEMORANDUM

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

**THRU :** ATTY. MA. TERESA C. ALVAREZ  
Manager, Operations Department *mzalano*

**FROM :** CLUB INTRAMUROS GOLF COURSE

**SUBJECT :** Request for Authority to Disburse  
Productivity Enhancement Incentive CY 2020

**DATE :** July 29, 2021

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May we kindly request for an Authority to disburse from our Operating Fund the amount of **TWENTY THOUSAND PESOS (Php 20, 000.00) only** representing payment of Productivity Enhancement Incentive Bonus of Club Intramuros Golf Course Regular Employees for CY-2020.

For your kind consideration and appropriate action.

**JOSE RAMON L. RAMOS**  
Officer in Charge



**TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY  
CLUB INTRAMUROS GOLF COURSE  
MANILA**



**Productivity Enhancement Incentive Payroll CY - 2020**

<b>NAMES</b>	<b>AMOUNT</b>	<b>SIGNATURE</b>
<b>REGULAR EMPLOYEES</b>		
1 ANOTA, DANILO	5,000.00	_____
2 GODALLE, KRYSTINE JOY	5,000.00	_____
3 PASCUAL, CRESENCIO	5,000.00	_____
4 PACELAN, LEILANI	5,000.00	_____
GRAND TOTAL	<b>20,000.00</b>	

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

  
**DANILO M. ANOTA**  
Sports Complex Administrator

2.) Approved Funds available in the amount of Php 20,000.00

**KRYSTINE JOY A. GODALLE**  
Sr. Corp. Accounts Analyst

3.) APPROVED for payment:

  
**JOSE RAMON L. RAMOS**  
CIGC-Officer in Charge

4.) I CERTIFY on my official oath that I have paid to each employee whose name appears on the above payroll set opposite his/her name.

**LEILANI M. PACELAN**  
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