

### SECURITY BILLING CHECKLIST

- ☒ Endorsement from Department Manager
- ☒ Billing Statement (invoice)
- ☒ Certification of total duty hours (Name of Guard with corresponding total duty hours)
- ☒ Security detachment (Post assignment and Time of Duty)
- ☒ DTR Summary signed by TIEZA and Agency's representative
- ☒ 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 :** August 04, 2021

This is to request for the processing of the attached Statement of Account from Alexis Security Agency Provider Phils., Co. Inc. for security services rendered at Cebu Properties for the period covering May 1-31, 2021.

  
**Atty. MARIA TERESA C. ALVAREZ**

July 28, 2021

**THE ACCOUNTING DEPARTMENT  
TOURISM INFRASTRUCTURE AND ENTERPRISE  
ZONE AUTHORITY**

*6<sup>th</sup> & 7<sup>th</sup> Floors, Tower I Double Dragon Plaza  
DD Meridian Park Macapagal Avenue, corner  
EDSA Extension 1308 Bay Area, Pasay City*

**STATEMENT OF ACCOUNT**

This is to bill you for the security service rendered by (29) *Twenty nine* security guard for the period covered *MAY 1-31, 2021* amounting to *FIVE HUNDRED TWO THOUSAND SIX HUNDRED EIGHTY FIVE PESOS AND ELEVEN CENTAVOS (Php 502,685.11).*

Attached:

1. *Service Invoice No 1998;*
2. *Affidavit of Payment;*
3. *Certification of Services Rendered;*
4. *DTR*

  
ROSEMARY D. GABATAN  
President

MULE EXEMPTED FROM PAYMENT  
UNTIL APRIL 14 2022



# ALEXIS SECURITY AGENCY PROVIDER PHILS. CO., INC.

Lot 17 Blk 6 Bldg. 28-A First Street Las Piñas Village, Pamplona 3 1740  
City of Las Piñas NCR Fourth District, Philippines  
VAT Reg. TIN: 221-769-119-00000

## BILLING INVOICE

No. 1993

Billed To: \_\_\_\_\_ DATE: \_\_\_\_\_  
TIN: **TOURISM INFRASTRUCTURE AND ENTERPRISE** P.O. No: **July 28, 2021**  
Bus. Style: **ZONE AUTHORITY** Terms: \_\_\_\_\_  
Address: \_\_\_\_\_

6th & 7th Floor Tower Double Dragon Plaza	221-769-119-0000
DD Meridian Park Macapagal Avenue corner EDSA	
Extension 1308 Bay Area, Pasay City	
This is to bill the SECURITY SERVICES	
rendered for the period of <b>MAY 1-31, 2021</b>	
BREAKDOWN:	
VATABLE SALES	461,999.88
VAT - EXEMPT SALES	36,326.12
VAT	4,359.11
<b>TOTAL AMOUNT RECEIVABLE</b>	<b>502,685.11</b>
<b>TOTAL AMOUNT DUE &gt;&gt;&gt;</b>	
SHOULD YOU HAVE ANY QUESTION / INQUIRY REGARDING THIS INVOICE, PLEASE CALL US	

**CONDITIONS:** Clients expressly submit themselves to the jurisdiction of the courts of Las Piñas City in any legal action arising out of this transaction. Interest at 20% per annum will be charged on all overdue accounts plus 25 % for attorney's fee in case collection is made through an attorney.

Prepared by:

RECEIVED INVOICE BY:

**502,685.11**

(Print Name & Sign)

Date

10 Bkts. (50x2) 1501-2000 BIR Authority to Print No.: OCN: 53AAU20200000000944  
Date of ATP: August 17, 2020 Expiry Date: August 16, 2025

ROBERTSON MKTG. GRAPHICS SERVICES & PRINTSHOP  
Veronica A. Bacolod - Prop. NonVAT Reg. TIN: 208-585-510-00000  
Blk. 28 Lot 8 Rosal St. TS Cruz Subd., Almanza II, City of Las Piñas  
NCR Fourth District Philippines Tel Nos.: 8807-7478 / 8514-1342



Printer's Accreditation No.: 53AMP20190000000004  
Accreditation Date: Feb. 06, 2019

**ROSEMARY D. GABATAN**

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"

"THIS BILLING INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP."

MCLE EXEMPTED UNTIL APRIL 14 2022