



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**TO :** The **RESIDENT MANAGER**  
Banaue Hotel and Youth Hostel

**FROM :** The **ASSISTANT CHIEF OPERATING OFFICER**  
Assets Management Sector

**RE :** **Authority to Disburse**

**DATE :** July 21, 2021

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You are authorized to disburse from your Operating fund the amount of **ONE THOUSAND NINETY FIVE & 80/100 (P1,095.80)** representing Step Increment of Ms. Vivian G. Tundagui.

**JETRO NICOLAS F. LOZADA**



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

MEMORANDUM

FOR : The Assistant Chief Operating Officer  
Asset Management Sector

THRU : The Manager  
Operations Department

FROM : The Resident Manager  
Banaue Hotel and Youth Hostel

DATE : July 21, 2021

SUBJECT : **TRANSFER OF FUND**

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May we request for the processing and Transfer of Fund of the Step Increment of Ms. Vivian G. Tundagui from March 16, 2021 to July 31, 2021 in the amount of ONE THOUSAND NINETY FIVE PESOS & 80/100 (P1,095.80) only.

For your information and appropriate action, Please.

  
**MARLON S. PRIETO**



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**NOTICE OF STEP INCREMENT**

June 01, 2021

**MS. VIVIAN G. TUNDAGUI**  
Operations Department

Madam,

Pursuant to Joint Civil Service Commission (CSC) and Department of Budget and Management (DBM) Circular No. 1, s. 1990 implementing Section 13 (c) of R.A. 6758, your salary as ~~Cashier~~ is hereby adjusted effective March 16, 2021 as shown below:

**Basic Monthly Salary**

As of March 15, 2021	SG-12	Step 2	₱	23,222.00
Step Increment Adjustment		1 Step		288.00
Adjusted Monthly Salary	SG-12	Step 3	₱	23,510.00

The step increment is subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

Very truly yours,

By the Authority of the Chief Operating Officer,

**ATTY. JOY M. BULAUTAN**  
Assistant Chief Operating Officer  
Administration and Finance



REPUBLIC OF THE PHILIPPINES  
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY  
MAKATI



BANAUE HOTEL & YOUTH HOSTEL  
Banaue, Ifugao

GENERAL PAYROLL

For the month of March 16-July 31, 2021

For the month of March 16-July 31, 2021														
	TOTAL				LESS:				TOTAL			NET		
	AMOUNT DUE				GRS LIFE & PHIL. HEALTH RET. INS. CONT.				Welfare Fund Contribution			DUE FROM OFFICERS/ DEDUCTIONS		
REGULAR / EMPLOYEES	Old Basic Salary	New Basic Salary	Step Increment Adjustment	March 16-31	April 1-30	May 1-30	June 1-30	July 1-31						
1 Vivian Tundagui	23,222.00	P 23,510.00	288.00	148.64	288.00	288.00	288.00	288.00	P 1,300.64	117.05	22.76	65.03	P	204.84
1,095.80														
GRAND TOTAL	P 23,222.00	P 23,510.00	P 288.00	P 148.64	P 288.00	P 288.00	P 288.00	P 288.00	P 1,300.64	P 117.05	P 22.76	P 65.03	-	P 204.84
1,095.80														

I CERTIFY on my Official Oath that the above payroll is correct  
and that the service have been duly rendered as stated.

MARLON S. PRIETO  
Resident Manager

Approved, payable from appropriation for  
Banaue Hotel & Youth Hostel.

SHERIDAN CLAIRE M. ABUL  
Sr. Corp. Acct. Analyst

I CERTIFY on my Official Oath that I have paid each employees  
whose name appears on the above roll the amount set  
opposite his/her name, he/she presented his/her  
residence certificate

VIVIAN G. TUNDAGUI  
Cashier

I CERTIFY THAT on my Official Oath that I have witnessed  
payment to each employees whose name appears  
hereon, of the amount set opposite his/her  
name and my initials.

HENRY P. PIOG  
Cashier

March	288/31*16	148.65
April		288.00
May		288.00
June		288.00
July		288.00
<b>Total</b>		<b>1,300.65</b>

GSIS	PS	GS
	6	148.64*.09
		148.64
March	13.37	17.83
April	25.92	34.56
May	25.92	34.56
June	25.92	34.56
July	25.92	34.56
<b>Total</b>	<b>117.05</b>	<b>304.71</b>

Welfare Fund	PS	Tieza S.
	148.64*.05	148.64*.15
March	7.43	22.29
April	14.4	43.20
May	14.4	43.20
June	14.4	43.20
July	14.4	43.20
<b>Total</b>	<b>65.03</b>	<b>195.09</b>

Philhealth	GS	PS
	148.64*0.035	
	5.20	2.60
March	2.60	2.60
	10.08	5.04
April	5.04	5.04
May	5.04	5.04
June	5.04	5.04
July	5.04	5.04
<b>Total</b>	<b>22.76</b>	<b>22.76</b>