

h/s/4

POCHOLO J. D. PARAGAS
Chief Operating Officer

APPROVED:

JETRO NICOLAS F. LOZADA
Assistant Chief Operating Officer
Assets Management Sector

This is to certify that the excess charges incurred thru Cellular Phone No. 0917 – 837 – 9527 amounting to One Hundred Seventy Eight Pesos & 80/100 (Php178.80) for the period May 01, 2020 – May 31, 2020 were official and nature and to the best interest of the Authority.

CERTIFICATION

July 28, 2020

**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**



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MEMORANDUM

FOR : JETRO NICOLAS F. LOZADA
ACOO for Asset Management Sector

FROM : Manager, Financial Services Department

SUBJECT : Excess Globe Cell phone bills

Date : July 15, 2020

This refers to the attached Statement of Account from Globe Telecom, Inc. for Cell phone No. 0917-837-9527. The statements showed that you have exceeded your authorized monthly cell phone charges limit of **₱2,500.00**. Break down as follows:

Period Covered		Current Charges	Excess
From	To		
May 01, 2020	May 31, 2020	2,678.80	178.80

In this regard, please furnish this office a copy of your **Official Receipt** as proof of payment for the excess amount within 8 working days otherwise this will be deducted from your salary.

For your appropriate action.

[Handwritten signature]
RODOLFO E. ANCHETA