



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

Banaue Hotel
& Youth Hostel
Banaue, Ifugao, Philippines 3601
Brgy. Tam-an, Banaue, Ifugao

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MEMORANDUM

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

THRU : ATTY. MARIA TERESA C. ALVAREZ
Manager, Operations Department

FROM : Banaue Hotel and Youth Hostel
Banaue, Ifugao

SUBJECT : TRANSFER OF FUND

DATE : November 10, 2021

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May we request for the process and Fund Transfer of our Year End Bonus and Cash Gift for CY 2021 in the amount of **One hundred forty two thousand two hundred forty-eight pesos (P 142,248.00)** only. Please see attached payroll file for your reference.

Thank you and God Bless.


MARLON S. PRIETO
Resident Manager



REPUBLIC OF THE PHILIPPINES
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
MAKATI

YEAR END BONUS & CASH GIFT PAYROLL FOR THE FISCAL YEAR 2021


Per GCG's CPCS Implementing Circular No. 2016-01 (3rd Issue) dated ____

BANAUE HOTEL AND YOUTH HOSTEL

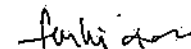
Banaue, Ifugao

LAST NAME	FIRST NAME	SG-STEP	BASIC SALARY	CASH GIFT	LESS:		HMO (Phil/ British Care)	ACCOUNTS RECEIVABLE	NET AMOUNT DUE
					W/TAX				
1 ABUL	SHERIDAN CLAIRE	15 - 1	30,531.00	P 5,000.00					P 35,531.00
2 DULNUAN	GINA ARACEILI	12 - 1	22,938.00	P 5,000.00					P 27,938.00
3 GULANGAN	ELLEONOR	19 - 1	45,269.00	5,000.00					P 50,269.00
4 TUNDAGUI	VIVIAN	12 - 2	23,510.00	5,000.00					P 28,510.00
GRAND TOTAL > > > > >			P 122,248.00	P 20,000.00	-	-	-	-	P 142,248.00

I CERTIFY on my Official Oath that the above payroll
is correct and that the services 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. Account Analyst

I CERTIFY on my Official Oath that I have paid each employee
whose name appears on the above payroll the amount set
opposite his name, he or she presented his/her
resident certificate.

VIVIAN G. TUNDAGUI
Cashier C.

I CERTIFY on my official oath that I have
witnessed payment to each employee
whose name appears hereon of the
opposite his / her name

GINA ARACEILI DULNUAN
Cashier C.