

Club Intramuros Golf Course



Bonifacio Drive, Port Area Intramuros, Manila

MEMORANDUM

FOR

ROSANNA M. OLGADO

Manager, Administrative Services Department

THRU

ATTY. MARIA TERESA C. ALVAREZ

Manager, Operations Department

FROM

OFFICER IN CHARGE

Club Intramuros Golf Course

SUBJECT

REQUEST FOR AUTHORITY TO DISBURSE

DATE

July 06, 2021

May we request for an Authority to disburse from our operating fund the amount of One Thousand Four Hundred Thirty Six & 25/100 P (P 1, 436.25) pesos only representing payment for Salary Adjustment of Ms. Krystine Joy A. Godalle for the period April 07 to June 2021.

Please see attached payroll.

Thank you.

JOSE RAMON L. RAMOS



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

NOTICE OF STEP INCREMENT

June 01, 2021

MS. KRYSTINE JOY A. GODALLE **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 Sr. Corporate Accounts Analyst is hereby adjusted effective April 07, 2021 as shown below:

Basic Monthly Salary

As of April 06, 2021	SG-15	Step 2	₽	30,909.00
Step Increment Adjustment		1 Step		383.00
Adjusted Monthly Salary	SG-15	Step 3	₽	31,292.00

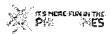
The step increment is subject to review and post-audit by the Department of Budget and Management and subject to readjustment and refund if found not in order.

Very truly yours,

By the Authority of the Chief Operating Officer,

ATTY. JOY MIBULAUITAN Assistant Chief Operating Officer Administration and Finance





o'n & 7/n Floors, Tower 1, Double Drogon Ploto, Double Drogon Meridian Park
Macapagal Avenue corner EDSA Extension, Bay Area, Pasay City 1382, Philippines.



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY CLUB INTRAMUROS GOLF COURSE

MANILA

SALARY DIFFERENTIAL PAYROLL Period: April 07, 2021 to June 2021

Per CSC and DBM Circular No.1 s. 1990 Section 13 of R.A 6758



1,107.82	180.98	52.66	94.79	1,436.25			383.00	30,909.00	31,292.00			GRAND TOTAL
1,107.82	180.98	52.66	94.79	1,436.25	383.00	1,053.25	383.00	30,909.00	15-3 31,292.00	15-3	0.20	1. GODALLE, KRYSTINE JOY A.
	TAX	Premium		AMOUNT		2.75 months	Month	RATE	RATE			
PAY	Witholding	Fund	& Ret. Prem.	TOTAL	Year-end	Differential @ Year-end	DIFF per	OLD	NEW	STEP	RATE	
NET		Welfare	GSIS Life ins.		Add:	Total		ALARY	BASIC SALARY	SG	TAX	NAME
		NS	DEDUCTIONS									

is correct and that the serviceshave been duly rendered 1.)I CERTIFY on my official oath that the above payroll

> Php 2.) CERTIFIED :Fud available in the amount -3.) APPROVED for Payment:

> > 4.)I CERTIFY on y official oath that I have paid to each

employee whos names appears on the above payroll

set opposite his/her name.

JOSE RAMON L. RAMOS CIGC-Officer in Charge

KRYSTINE JOY A GODALLE

Special Disbursing Officer LEILANI M. PACELAN

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

Sports Complex Administrator

BANILOM. ANOTA

LEILANI M. PACELAN

Special Disbursing Officer