



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

FOR : **THE ASSISTANT CHIEF OPERATING OFFICER**  
Asset and Management Sector

THRU : **THE MANAGER**  
Administrative Services Department

**THE MANAGER**  
Operations Department, AMS *tmz*

FROM : **THE RESIDENT MANAGER**  
Zamboanga Golf Course and Beach Park

SUBJECT : **REQUEST FOR FUNDING FOR 2021 YEAR-END BONUS AND CASH GIFT**

DATE : **05 NOVEMBER 2021**

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We would like to request fund for the 2021 Year-End Bonus and Cash Gift of the ZGCBP Regular Employees amounting to Two Hundred Seventeen Thousand Seven Hundred Twenty Seven Pesos (Php217,727.00). Please see attached payroll.

*[Signature]*  
**DR. CLAIRE S. BORJA**

**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
**ZAMBOANGA GOLF COURSE & BEACH PARK**  
 Upper Calarian, Zamboanga City

**YEAR-END BONUS AND CASH GIFT CY-2021**

NO.	NAME OF EMPLOYEES	SG	RATE/ MONTH/DAY	AVERAGE NO. OF WD	BASIC	CASH GIFT	AMOUNT	WITHHOLDING TAX	NET AMOUNT
1	BORJA, Claire	19-4	47,522.00	22	47,522.00	5,000.00	52,522.00	4,752.20	47,769.80
2	GALANG, Teresa	15-3	31,292.00	22	31,292.00	5,000.00	36,292.00	3,129.20	33,162.80
3	ALANANO, Elian Rheanne	12-2	23,222.00	22	23,222.00	5,000.00	28,222.00	-	28,222.00
4	YBAÑEZ, Irene	12-2	23,222.00	22	23,222.00	5,000.00	28,222.00	-	28,222.00
<b>GARDENS OF MALASAG ECO-TOURISM VILLAGE</b>									
1	MARQUEZ, Ma. Carmela	22-3	67,469.00	22	67,469.00	5,000.00	72,469.00	10,120.25	62,348.75
					192,727.00	25,000.00	217,727.00	18,001.65	199,725.35
					125,258.00	20,000.00	145,258.00	7,881.40	137,376.60

I CERTIFY on my official oath that I have paid to each employee whose name appears on the above payroll the amount set opposite his/her name, he/she having presented his/her Residence Certificate.

ELIAN RHEANNE D. ALANANO  
SDO

I CERTIFY on my official oath that I have witnessed payment to each person whose name appears hereon, of the amount set opposite his/her name and my initials.

*Teresa D. Galang*  
TERESA D. GALANG  
Sr. Corporate Accounts Analyst

I CERTIFY on my official oath that the above payroll is correct and that the services have been duly rendered as stated.

*DR. CLAIRS S. BORJA*  
DR. CLAIRS S. BORJA  
Officer in Charge