



Club Intramuros Golf Course

Bonifacio Drive, Port Area
Intramuros, Manila



MEMORANDUM

FOR : JETRO NICOLAS F. LOZADA
ACOO Asset Management Sector

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

: ROSANNA M. OLGADO
Manager, Administrative Services Department

FROM : JOSE RAMON L. RAMOS
CIGC-Officer in Charge

SUBJECT : REQUEST FOR TRANSFER OF FUND

DATE : September 24, 2021

May we request for the Transfer of Fund amounting to **Five Hundred Thirty Two Thousand Pesos Only (Php 532,000.00)**, representing payment for **COVID -19 HAZARD PAY** of Club Intramuros Golf Course employees for the period March 29 to May 14, 2021 and August 06-20, 2021.

Please see attached supporting papers for reference.

Thank you.


JOSE RAMON L. RAMOS
CIGC-Officer in Charge



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
CLUB INTRAMUROS GOLF COURSE
MANILA



COVID - 19 HAZARD PAY PAYROLL

This is to certify that the following employees has physically reported for work during the of implementation of the
Enhanced Community Quarantine (ECQ) and Modified Enhanced Community Quarantine (MECQ) from March 29-May 14, 2021
and August 06 to 20, 2021.

This certification is being issued pursuant to Administrative Order No. 26 (2020) and as amended by Administrative Order No. 43 (s.2021)

	Name	Number of Days					Total No. of Days	AMOUNT GRANTED	Remarks
		ECQ	ECQ extension	MECQ	MECQ-extension	ECQ Delta Variant			
		Mar 29-Apr 04 '21	Apr 05-11, 2021	Apr 12-30 '21	May 01-14, 2021	August 06-20, 2021	Rendered		
1	Agsaoay, Francisco			4.00	5.00		9.00	4,500.00	
2	Amacio, Joy			3.00	5.00		8.00	4,000.00	
3	Anota, Danilo M.		1.00	9.00	6.00		16.00	8,000.00	
4	Aromin, Allan			4.00	9.00		13.00	6,500.00	
5	Barangan, Villamor	3.00	10.00	8.00			21.00	10,500.00	
6	Basilio, Danilo	3.00	10.00	13.00	11.00	7.00	44.00	22,000.00	
7	Bautista, Emerson			7.00	-	2.00	9.00	4,500.00	
8	Bunsoy, Sherwin			6.00	1.00		7.00	3,500.00	
9	Cabasi, Ronnie			5.00	6.00		11.00	5,500.00	
10	Cabunoc, Jordan			12.00	9.00	6.00	27.00	13,500.00	
11	Carcillar, Vicente			4.00	4.00		8.00	4,000.00	
12	Castillo, Romelito			6.00	7.00		13.00	6,500.00	
13	Clarín, Fernando	3.00	11.00	15.00	11.00	6.00	46.00	23,000.00	
14	Cornites, Nora		1.00	7.00	10.00		18.00	9,000.00	
15	Dalumpines, Reiner	3.00	11.00	17.00	5.00	7.00	43.00	21,500.00	
16	De Castro, Manolito			11.00	10.00	7.00	28.00	14,000.00	
17	De Castro, Noriel			6.00	10.00	6.00	22.00	11,000.00	
18	Del Monte, Christopher			6.00	5.00		11.00	5,500.00	
19	Dela Cruz, Archival			8.00	11.00		19.00	9,500.00	

		Number of Days						Total No. of	AMOUNT	Remarks
	Name	ECQ	ECQ extension	MECQ	MECQ-extension	ECQ Delta Variant	Days	GRANTED		
53	Señara, Marelyn		2.00	13.00	10.00	6.00	31.00	15,500.00		
54	Soriano, Jennifer		1.00	9.00	10.00	3.00	23.00	11,500.00		
55	Tabornal, Stevenson			5.00	2.00		7.00	3,500.00		
56	Tana, Allan	3.00	10.00	15.00	6.00		34.00	17,000.00		
57	Tiongson, Willy			4.00	6.00		10.00	5,000.00		
58	Tiu, Marlon			5.00	9.00		14.00	7,000.00		
59	Vinuya, Jonathan P.			4.00	5.00		9.00	4,500.00		
60	Zuñiga, Francisco			5.00	6.00		11.00	5,500.00		
	Grand Total > > > >							P 532,000.00		

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

2.) CERTIFIED: Funds available in the amount of PHP 532,000.00

3.) APPROVED for payment

DANILO M. ANOTA
Sports Complex Administrator/CCO

KRYSTINE JOY A. GODALLE
Sr. Corporate Acct. Analyst

JOSE RAMON L. RAMOS
CIGC-Officer in Charge

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

LEILANI M. PACELAN
Special Disbursing Officer