

# Republic of the Philippines Tourism Infrastructure & Enterprise Zone Authority

### **MEMORANDUM**

TO

The OIC - RESIDENT MANAGER

Club Intramuros Golf Course

FROM

The ASSISTANT CHIEF OPERATING OFFICER

**Assets Management Sector** 

SUBJECT

**Authority to Disburse** 

DATE

August 2, 2021

You are authorized to disburse from your operating fund the amount of **ONE THOUSAND EIGHTY PESOS & 06/100 (P1,080.06)** as *Step Increment* of Ms. Krystine Joy A. Godalle.

The amount shall be replenished in the next release of your operating fund.

JETRO NICOLAS F. LOZADA





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

**MEMO FOR** 

The Manager

**Operations Department** 

**FROM** 

The Manager

**Human Resource Services Division** 

**SUBJECT** 

Step Increment

DATE

July 29, 2021

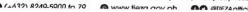
Forwarding herewith the attached Step Increment computation of Ms. Krystine Joy A. Godalle of Club Intramuros Golf Course, in the amount of **£1,080.06**, duly verified with the following corrections:

	From	То
Total Amount	₽ 1,436.25	₽ 1,080.06
Net Pay	1,107.82	730.75

JOSEFINA U. SORIANO

Steizl/payroll-doc memos/OPED-transmittal









# TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY **CLUB INTRAMUROS GOLF COURSE**

MANILA

STEP IN CREMINT (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



									DEDUCTIONS	NS		
	T											
NAME	TAX	SG	BASIC	BASIC SALARY		Total	Add:		GSIS Life Ins.	Welfare		NET
	RATE	STEP	NEW	OLD	DIFF per	Differential @	(Year-end)	TOTAL	& Ret. Prem.	Fund	Witholding	PAY
			RATE	RATE	Month	(2.79 months		AMOUNT		Premium	TAX	
1. GODALLE, KRYSTINE JOY A.	0.20	15-3	31,292.00	30,909.00	383.00	2.82 ms (1,053.25)	383.00	(1,436.25)	(94.79)		(52.66) (180.98)	(1,107.82)
	5			,	,	1,080.06	(	1,080.06	96-52	54-	12.60	7%.75
GRAND TOTAL			31,292.00	30,909.00	383.00	1080.06	,	(1,436.25)	( 94.79	52.66	(180.98)	1,107.82
				,				8	12.39	54-	182.69	730.7
1.)I CERTIFY on my official oath that the above payroll	hat the ab	ove payro	SI	2.) CERTIFIED	:Fud available	in the amount	2.) CERTIFIED :Fud available in the amount -3.) APPROVED for Payment:		4.)I CERTIFY on	y official oat	4.)I CERTIFY on y official oath that I have paid to each	id to each
is correct and that the serviceshave been duly rendered	ve been c	duly rende	ered	Pho					and annount who	-	ample who comes appears on the above appears if	

BANILOM. ANOTA

as stated.

Sports Complex Administrator

KRYSTINE JOY A GODALLE
Sr. Corporate Accounts Analyst

CIGC-Officer in Charge JOSE RAMON L. RAMOS

Special Disbursing Officer LEILANI M. PACELAN

employee whos names appears on the above payroll

set opposite his/her name.

Note: No YOB Differential

LEILANI M. PACELAN Special Disbursing Officer

set opposite his/her name.

employee whos names appears on the above payroll 4.)I CERTIFY on y official oath that I have paid to each



### Republic of the Philippines

# Tourism Infrastructure & Enterprise Zone Authority

# NOTICE OF STEP INCREMENT

June 01, 2021

MS. KRYSTINE IOY 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	Sten 3	Ð	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 M BULAUITAN Assistant Chief Operating Officer Administration and Finance





oth & 7th Floors, Tower I., Double Dragon Plaza, Double Dragon Meridian Pork Macapagal Avenue corner EDSA Extension, Bay Area, Posay City 1302, Philippines