



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

Gardens of Malasag  
Eco Tourism Village  
Malasag, Cugman,  
Cagayan de Oro City

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**MEMORANDUM**

**FOR : DR. ROSANNA M. OLGADO**  
Manager, Administrative Services Department

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

**FROM : THE RESIDENT MANAGER**

**SUBJECT : PERFORMANCE ENHANCEMENT INCENTIVE 2020**

**DATE : January 26, 2021**

May we respectfully request for fund transfer amounting to **TWENTY FIVE THOUSAND PESOS ONLY (P25,000.00)** representing the Performance Enhancement Incentive 2020 of five (5) GMETV employees.

Attached herewith is the PEI 2020 payroll.

For your approval.

*[Signature]*  
**MA. CARMELA LV. MARQUEZ**



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
Gardens of Malasag Eco-Tourism Village



**PERFORMANCE ENHANCEMENT INCENTIVE 2020 PAYROLL**

We do hereby acknowledge to have received from Juliet L. Sibi, Special Disbursing Officer of TIEZA- Gardens of Malasag Eco-Tourism Village the sum specified opposite our respective names for payment of the PEI 2020.

	NAME	SG STEP		AMOUNT	SIGNATURE	
1	Marquez, Ma. Carmela LV.	22	- 3	5,000.00		
2	Polinar, Charissa Me C.	12	- 2	5,000.00		1
3	Quijada, Arceli Dolorosa C.	15	- 2	5,000.00		2
4	Salaan, Eden V.	13	- 1	5,000.00		3
5	Sibi, Juliet L.	12	- 2	5,000.00		4
GRAND TOTAL				<u>25,000.00</u>		

I hereby certify on my official oath that this payroll is correct & services had been rendered as stated.

Approved for payment:

I certify on my official oath that I had paid to each employee whose name appear on the above having signed or marked their names.

  
**CHARISSA MAE C. POLINAR**  
Cash Collecting Officer

**MA. CARMELA LV. MARQUEZ**  
Resident Manager

**JULIET L. SIBI**  
Special Disbursing Officer