

SECURITY BILLING CHECKLIST

- 1 ☒ Endorsement from Department Manager
- 2 ☒ Billing Statement (invoice)
- 3 ☒ Certification of total duty hours (Name of Guard with corresponding total duty hours)
- 4 ☒ Security detachment (Post assignment and Time of Duty)
- 5 ☒ DTR Summary signed by TIEZA and Agency's representative
- 6 ☒ Individual DTR signed by Guard on Duty, Head Guard, and TIEZA representative

MEMORANDUM

TO : The Manager
Financial Services Department

FROM : Manager
Operations Department

SUBJECT : Processing of Security Services Payment

DATE : August 04, 2021

This is to request for the processing of the attached Statement of Account from Alexis Security Agency Provider Phils., Co. Inc. for security services rendered at Cebu Properties for the period covering June 1-30, 2021.


Atty. MARIA TERESA C. ALVAREZ

ALEXIS SECURITY AGENCY PROVIDER PHILS. CO. INC.

#28 A First St. Las Piñas Village, Las Piñas City

Tel. no. 832-8624

July 28, 2021

**THE ACCOUNTING DEPARTMENT
TOURISM INFRASTRUCTURE AND ENTERPRISE
ZONE AUTHORITY**


*6th & 7th Floors, Tower I Double Dragon Plaza
DD Meridian Park Macapagal Avenue, corner
EDSA Extension 1308 Bay Area, Pasay City*

STATEMENT OF ACCOUNT

This is to bill you for the security service rendered by (29) *Twenty nine* security guard for the period covered **JUNE 1-30, 2021** amounting to **FIVE HUNDRED TWO THOUSAND SIX HUNDRED EIGHTY FIVE PESOS AND ELEVEN CENTAVOS (Php 502,685.11).**

Attached:

1. *Service Invoice No 2102;*
2. *Affidavit of Payment;*
3. *Certification of Services Rendered;*
4. *DTR*


ROSEMARY D. GABATAN
President

ALEXIS SECURITY AGENCY PROVIDER PHILS. CO., INC.

Lot 17 Blk 6 Bldg. 28-A First Street Las Piñas Village, Pamplona 3 1740
City of Las Piñas NCR Fourth District, Philippines
VAT Reg. TIN: 221-769-119-00000

BILLING INVOICE

No. **2102**

Billed To: _____ DATE: _____
TIN: **TOURISM INFRASTRUCTURE AND ENTERPRISE** P.O. No: **July 28, 2021**
Bus. Style: **ZONE AUTHORITY** Terms: _____
Address: _____

6th & 7th Floors, Tower 2 Double Dragon Plaza	221-769-119-000
DD Meridian Park Macapagal Avenue corner EDSA	
Extension 1308 Bay Area, Pasay City	
This is to bill the SECURITY SERVICES	
rendered for the period of JUNE 1-30, 2021	
BREAKDOWN:	
VATABLE SALES	461,999.88
VAT - EXEMPT SALES	36,326.12
VAT	4,359.11
TOTAL AMOUNT RECEIVABLE	502,685.11
TOTAL AMOUNT DUE >>>	
SHOULD YOU HAVE ANY QUESTION / INQUIRY REGARDING THIS INVOICE, PLEASE CALL US	

CONDITIONS: Clients expressly submit themselves to the jurisdiction of the courts of Las Piñas City in any legal action arising out of this transaction. Interest at 20% per annum will be charged on all overdue accounts plus 25 % for attorney's fee in case collection is made through an attorney.

Prepared by: _____

RECEIVED INVOICE BY: _____

(Print Name & Sign)

Date

10 Bkts. (50x2) 2001-2500 BIR Authority to Print No.: OCN 53AAU20210000000278
Date Issued: Jan. 19, 2021 Expiry Date: Jan. 18, 2026

ROBERTSON MKTG. GRAPHICS SERVICES & PRINTSHOP
Veronica A. Bacolod - Prop. NonVAT Reg. TIN: 208-585-510-00000
Blk. 28 Lot 8 Rosal St. TS Cruz Subd., Almanza II, City of Las Piñas
NCR Fourth District Philippines Tel Nos.: 8807-7478 / 8514-1342



Printer's Accreditation No.: 53AMP20190000000004
Accreditation Date: Feb. 06, 2019

ROSEMARY D. GABATAN

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAXES"
"THIS BILLING INVOICE SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP."