



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	To
Total Amount	₱ 1,436.25	₱ 1,080.06
Net Pay	1,107.82	730.75

JOSEFINA U. SORIANO

teiz/payroll-doc
memos/OPED-transmittal

STEP INCREMENT (SALARY DIFFERENTIAL) (PAYROLL)

Period: April 07, 2021 to June 2021

DEDUCTIONS												
NAME	TAX	SG	BASIC SALARY			Total	Add:			GSIS Life Ins.	Wellfare	NET
	RATE	STEP	NEW	OLD		DIFF per	(Year-end)			& Ret. Prem.	Fund	PAY
			RATE	RATE		Month	(2.73 months)		TOTAL		Premium	TAX
1. GODALLE, KRYSITINE JOY A.	0.20	15-3	31,292.00	30,909.00	383.00	282.00	(1,053.25)	383.00	(1,436.25)	(94.79)	(52.66)	(1,107.82)
							1,080.06		1,080.06	96.52	54-	730.75
GRAND TOTAL	31,292.00	30,909.00	383.00	1,080.06	-	(1,436.25)	94.79	52.66	180.98	1,107.82		

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 :Fud available in the amount ' 3.) APPROVED for Payment:

4. I CERTIFY on y official oath that I have paid to each employee w/whos names appears on the above payroll set opposite his/her name.

BANILLO M. ANOTA
Sports Complex Administrator

KRISTINE JOY A. GODALLE
Sr. Corporate Accounts Analyst

JOSE RAMON L. RAMOS
CICG-Officer in Charge

LEILANI M. PACELAN
Special Disbursing Officer

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

LEILANI M. PACELAN
Special Disbursing Officer

Note: No YCB Differential

less:

PhilHealth

$$\text{Max} = 469.38$$
$$O/d = 463.38$$

16-10

7/20/2024

Handwritten: 2 Aug. 2021



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

NOTICE OF STEP INCREMENT

June 01, 2021

MS. KRYSTINE JOY 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	Step 3	₱	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. BULAUTAN
Assistant Chief Operating Officer
Administration and Finance