



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower 1  
Double Dragon Plaza  
DD Meridian Park  
Macapagal Avenue corner  
EDSA Extension  
1302 Bay Area, Pasay City

(02) 8249-5900 loc.710-711

corplan@tieza.gov.ph

www.tieza.gov.ph

**MEMORANDUM**

**FOR** : **The Manager**  
Financial Services Department

**FROM** : Biechelle Lyka Peralta  
Jose Rollo

**SUBJECT** : **Overpayment of Performance Enhancement Incentive (PEI)**

**DATE** : 8 February 2021

---

This is regarding the overpayment of our PEI amounting to Two Thousand Five Hundred Pesos (Php2,500.00) that was credited to our DBP Account, may we request that said amount be deducted from our salary for the month of February in two equal payments.

Thank you.

**Biechelle Lyka Peralta**  
Secretary A, COPD

**Jose Rollo**  
Driver-Mechanic B, COPD