



Club Intramuros Golf Course

Bonifacio Drive, Port Area
Intramuros, Manila



MEMORANDUM

FOR : ROSANNA M. OLGADO
Manager, Administrative Services Department

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

FROM : OFFICER IN CHARGE
Club Intramuros Golf Course

SUBJECT : REQUEST FOR AUTHORITY TO DISBURSE

DATE : July 06, 2021

May we request for an Authority to disburse from our operating fund the amount of **One Thousand Four Hundred Thirty Six & 25/100 P (P 1, 436.25)** pesos only representing payment for Salary Adjustment of **Ms. Krystine Joy A. Godalle** for the period April 07 to June 2021.

Please see attached payroll.

Thank you.

JOSE RAMON L. RAMOS



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	P	30,909.00
Step Increment Adjustment		1 Step		383.00
Adjusted Monthly Salary	SG-15	Step 3	P	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



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
CLUB INTRAMUROS GOLF COURSE



MANILA

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				
NAME	TAX	SG	BASIC SALARY		DIFF per Month		Total	Add:	Year-end	TOTAL	GSIS Life Ins.	Welfare	Withholding	NET
	RATE	STEP	NEW	OLD	Rate	Differential @ 2.75 months				AMOUNT	& Ret. Prem.	Fund	TAX	PAY
1. GODALLE, KRISTINE JOY A.	0.20	15-3	31,292.00	30,909.00	383.00	1,053.25	383.00			1,436.25	94.79	52.66	180.98	1,107.82
GRAND TOTAL			31,292.00	30,909.00	383.00					1,436.25	94.79	52.66	180.98	1,107.82

1.) CERTIFY on my official oath that the above payroll is correct and that the services have been duly rendered as stated.

2.) CERTIFIED: Fund available in the amount: 3.) APPROVED for Payment: Php

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

DANILO M. ANOTA
Sports Complex Administrator

KRISTINE JOY A. GODALLE
Sr. Corporate Accounts Analyst

JOSE RAMON L. RAMOS
CIGC-Officer in Charge

LEILANI M. PACELAN
Special Disbursing Officer

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

LEILANI M. PACELAN
Special Disbursing Officer