

## Maricel Canio

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**From:** Anthony A. Hamad <ahamad@evacare.net>  
**Sent:** Tuesday, October 01, 2013 9:18 PM  
**To:** Maricel Canio  
**Cc:** <RICHARD.CHEN@EVACARE.COM>; <laarni.b@evacare.com>  
**Subject:** Re: VACATION LEAVE FOR APPROVAL

Dear Maricel,

Your vacation is approved. Please follow our handover procedure relating to absences! and coordinate with Laarni.

Enjoy your time with the family.

Regards,  
Tony

Sent from my iPad

On Oct 2, 2013, at 7:39 AM, "Maricel Canio" <[maricel.c@evacare.com](mailto:maricel.c@evacare.com)> wrote:

Dear Mr. Hamad,

Good afternoon!

I would like to ask for the approval of my vacation leave for 2 days from Nov. 28 to 29, 2013 (Thursday to Friday).

November 30 (Saturday) is the Feast of our Patron, St. Andrew and we usually have 2 days preparations for the celebration. I'm going home assist my mother.

Thank you so much.

Maricel Canio

<image001.png>

Accounts Payable Supervisor

**Eva Care Group Business Processing Center**

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E-mail: [maricel.c@evacare.com](mailto:maricel.c@evacare.com)

Website: [www.evacare.com](http://www.evacare.com)

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## HAND-OVER NOTES

November 28-29, 2013

### I. AP Processing:

1) Group – Mark Marasigan

- Processing Folder: No pending check requests
- CC Payable: No payment dues for this week until Monday.

2) Insurance – Leah Caulan

- Processing Folder: Pending check requests

### II. Review of Facility Check Requests:

Mark Marasigan - KC, FF, MC, GD

Leah Caulan - FL, EC, MM, SG

- 1) No pending as of this week.
- 2) Review only those are due for printing this week.

### III. Training of Analiza Melo

November 28, 2013 – Leah Caulan

- Monthly Orders
- Requisition Forms
- Invoices from EIG
- Processing of EIG Bills

November 29, 2013 – Mark Marasigan

- Pharmacy Bill
  - Checking the Bill
  - Updating Monitoring & Summary
  - Checking Packing Slips

Prepared by:

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Maricel P. Canio  
AP Dept. Team Leader

Acknowledged by:

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Mark Marasigan  
AP Senior Accountant

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Leah Caulan  
AP Accountant