

ACCOUNT No.  
0-01412-605-0

ACCOUNT NAME  
MINDORO HARVEST ENERGY CO. INC.



CHECK No.  
0069277201

BKSTN  
38059  
001-0

DATE January 17, 2020

PAY TO THE  
ORDER OF

\* MARLON GUNDAY \*

P 48,030.29

PESOS

\* FORTY EIGHT THOUSAND THIRTY PESOS AND 29/100 ONLY \*

\*We allow the electronic clearing of this check and hereby waive the presentation for payment of this original to DBP.\*



Development Bank of the Philippines

CALAPAN BRANCH  
ROXAS DR., STO. NINO  
CALAPAN CITY, ORIENTAL MINDORO 5200

MARIETTA C. CELIS

JOY F. NAJITO

⑈006927720⑈⑈38059⑈00⑈0⑈0000⑈4⑈26050⑈000

17/01/2020

Marietta Celis

\*\*PHP 17,700.00

Seventeen Thousand Seven Hundred and 00/100\*\*\*\*\*

Bayanan 1

meal allowance ftp Jan13-19,2020

Marietta Celis

17/01/2020

Construction in Progress:PROJECT ADM meal allowance ftp Jan13-19,2020

PHP 17,700.00

DBP - Site 605-0

meal allowance ftp Jan13-19,2020

PHP 17,700.00

Marietta Celis

17/01/2020

Construction in Progress:PROJECT ADM meal allowance ftp Jan13-19,2020

PHP 17,700.00

DBP - Site 605-0

meal allowance ftp Jan13-19,2020

PHP 17,700.00

**MINDORO HARVEST ENERGY CO. INC**  
**REQUEST FOR DISBURSEMENT**

SENDER : MHEC  
PAY TO : \_\_\_\_\_

RFCD No. : \_\_\_\_\_  
Date Requested: 01.13.2020  
Due Date : 01.17.2020

☒ Cash

☐ Bank Check

**EXPLANATION**

**AMOUNT**

**MEAL ALLOWANCE FOR THE PERIOD OF  
JANUARY 13 - 19, 2020**

**17,700.00**

Prepared by:

VEVERLY B. RAMOS

Checked by:

MARIETTA C. CELIS

Noted by:

JOY F. NAJITO

Approved by:

Request Initiated by:

Payment Received by:

MINDORO HARVEST ENERGY CO. INC.  
NPC COMPOUND, STA. ISABEL, CALAPAN CITY  
FOR THE PERIOD COVERED January 13 - 19, 2020

NAME					No of Days Worked	Daily Allowance	Adjustment	FOR ADVANCE RELEASE	TOTAL AMOUNT	SIGNATURE
							01/06/2020-01/12/2020	01/13/2020-01/19/2020		
1	Agoncillo	Joey	M.	6	150.00			900.00	900.00	
2	Beato	Nestor	B.	6	150.00		300.00	900.00	1,200.00	
3	Corteza	Jubert	C.	6	150.00		150.00	900.00	1,050.00	
4	Cuasay	Restituto	N.	6	150.00			900.00	900.00	
5	De Guzman	Edenelle	F.	6	75.00		75.00	450.00	525.00	
6	Ecal	Joy	C.	6	150.00		150.00	900.00	1,050.00	
7	Luna	Rogelio Jr.	P.	6	150.00		(900.00)	900.00	-	
8	Masculino	Danilo	N.	6	150.00		150.00	900.00	1,050.00	
9	Medora	Ian	M.	6	150.00		150.00	900.00	1,050.00	
10	Miciano	Philip John	T.	6	300.00			1,800.00	1,800.00	
11	Ornedo	Ruther	I.	6	75.00			450.00	450.00	
12	Purio	Analyn	M.	6	75.00			450.00	450.00	
13	Quilang	Jayson Anthony		6	75.00		375.00	450.00	825.00	
14	Radaza	Ramir	T.	6	150.00		150.00	900.00	1,050.00	
15	Vitto	Raelyn	M.	6	75.00			450.00	450.00	
									12,750.00	
16	Abuda	Anna Faith	N.	6	75.00		(150.00)	450.00	300.00	
17	Bagon	Airelito	T.	6	150.00			900.00	900.00	
18	deras	Hazel Marie	A.	6	75.00			450.00	450.00	
19	Mañibo	Joel	B.	6	150.00			900.00	900.00	
20	Noble	Jamaica	V.	6	150.00		(300.00)	900.00	600.00	
21	Ramos	Veverly	B.	6	150.00			900.00	900.00	
22	Rogelio	Arnold	T.	6	150.00			900.00	900.00	
									4,950.00	
<b>TOTAL</b>							<b>150.00</b>	<b>17,550.00</b>	<b>17,700.00</b>	

Prepared by:  
VEVERLY B. RAMOS  
Bookkeeper

Checked by:  
MARIETTA C. CELIS  
HR/ Finance OIC

Noted by:  
JOY F. NAJITO  
Admin Manager

pinamalaman P 11.700-

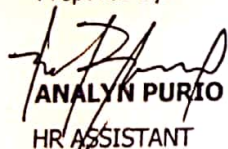


**MINDORO HARVEST**  
**NPC Compound Sta Isabel, Simaron Calapan City**

**MEAL ALLOWANCE**  
**For the Period Covered JAN 13-19, 2020**

NAMES			daily Allowance	No. of days work	adjustment: JAN 6-12, 2019	REMARKS	For Release
1	Abuda	Anna Faith	75.00	6	-2.0	VL	4.0
2	Agoncillo	Joey	150.00	6			6.0
3	Bagon	Airelito	150.00	6			6.0
5	Beato	Nestor	150.00	6	+2	DUTY ON DEC. 24, 2019 RD DUTY ON JAN. 12	8.0
6	Corteza	Jubert	150.00	6	1	RD DUTY	7.0
7	Cuasay	Restituto	150.00	6			6.0
8	De Guzman	Edenelle	75.00	6	1.0	RD DUTY	7.0
9	Ecal	Joy	150.00	6	1.0	RD DUTY	7.0
11	Laderas	Hazel	75.00	6			6.0
12	Luna	Rogelio	150.00	6	-6	L	-
13	Manibo	Joel	150.00	6			6.0
14	Masculino	Danilo	150.00	6	1	RD DUTY	7.0
15	Medora	Ian	150.00	6	1	RD DUTY	7.0
16	Miciano	Philip	300.00	6			6.0
17	Noble	Jamaica	150.00	6	-2	VL	4.0
18	Ornedo	Ruther	75.00	6			6.0
19	Purio	Analyn	75.00	6			6.0
20	Radaza	Ramir	150.00	6	1	RD DUTY	7.0
21	Ramos	Veverly	150.00	6			6.0
22	Rogelio	Arnold	150.00	6			6.0
23	Vitto	Raelyn	75.00	6			6.0
23	Quilang	Jayson Anthony	75.00	6	5	allowance for last week	11.0
		TOTAL					

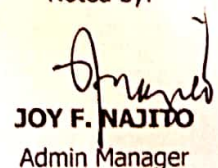
Prepared by:

  
**ANALYN PURIO**  
HR ASSISTANT

Checked by:

  
**MARIETTA C. CELIS**  
HR Asst/Finance OIC

Noted by:

  
**JOY F. NAJITO**  
Admin Manager

# MINDORO HARVEST

DTR Summary for the pay period JAN 6-12 2020

Shift Reference

A= 7:00 AM -3:00 PM

C = 11:00 - 7:00 AM

B= 3:00 PM - 11:00 PM

D = 8:00 - 5:00 AM

No.	NAME	DATE	6	7	8	9	10	11	12	TOTAL
1	ABUDA, ANNA FAITH	SHIFT	D	D	D	D	WO	WO	RD	
		No. of Hours	8	8	8	8	VL	VL	RD	4
		Overtime (hrs.)	0	0	0	0	VL	VL	RD	0
		Late (mins)								0
2	AGONCILLO, JOEY	SHIFT	A	A	A	A	A	A	RD	
		No. of Hours	8	11	11	8	11	11	RD	6
		Overtime (hrs.)	0	3	3	0	3	3	RD	0
		Late (mins)								0
3	BAGON, AIRELITO	SHIFT	D	D	D	D	D	D	RD	
		No. of Hours	8	8	8	8	8	8	RD	6
		Overtime (hrs.)	0	0	0	0	0	0	RD	0
		Late (mins)								0
4	BEATO, NESTOR	SHIFT	A	A	C	C	A	A	A	
		No. of Hours	15	11	11	11	11	11	8	7
		Overtime (hrs.)	7	3	3	3	3	3	0	0
		Late (mins)								0
5	CORTEZA, JUBERT	SHIFT	A	A	A	A	A	A	A	
		No. of Hours	15	11	8	11	11	11	8	7
		Overtime (hrs.)	7	3	0	3	3	3	0	0
		Late (mins)								0
6	CUASAY, RESTITUTO	SHIFT	A	A	A	A	A	A	RD	
		No. of Hours	8	8	9	8	8	8	RD	6
		Overtime (hrs.)	0	0	1	0	0	0	RD	0
		Late (mins)								0
7	DE GUZMAN, EDENELLE	SHIFT	A	A	A	A	A	A	A	
		No. of Hours	8	8	8	8	8	8	8	7
		Overtime (hrs.)	0	0	0	0	0	0	0	0
		Late (mins)								0
8	ECAL, JOY	SHIFT	A	A	A	A	A	A	A	
		No. of Hours	15	11	8	11	11	11	8	7
		Overtime (hrs.)	7	3	8	3	3	3	0	1
		Late (mins)								0
9	LADERAS, HAZEL MARIE	SHIFT	D	D	D	D	D	D	RD	
		No. of Hours	8	8	8	8	8	8	RD	6
		Overtime (hrs.)	0	0	0	0	0	0	RD	0
		Late (mins)								0
10	LUNA, ROGELIO JR.	SHIFT	L	L	L	L	L	L	L	
		No. of Hours	L	L	L	L	L	L	L	0
		Overtime (hrs.)	L	L	L	L	L	L	L	0
		Late (mins)								0
11	MANIBO, JOEL	SHIFT	D	D	D	D	D	D	RD	
		No. of Hours	8	8	8	12	9.5	8	RD	6
		Overtime (hrs.)	0	0	0	4	1.5	0	RD	0
		Late (mins)								0
12	MASCULINO, DANILO	SHIFT	A	A	A	A	A	A	A	
		No. of Hours	8	11	8	11	8	11	8	7
		Overtime (hrs.)	0	3	0	3	0	3	0	0
		Late (mins)								0



13	MEDORA, IAN	SHIFT	A	A	A	A	A	A	
		No. of Hours	8	9	8	8	10	11	7 ✓
		Overtime (hrs.)	0	1	0	0	2	3	0
		Late (mins)							0
14	MICIANO, PHILIP JOHN	SHIFT	A	A	A	OB	A	A	
		No. of Hours	8	8	7	OB	8	8	6
		Overtime (hrs.)	0	0	-1	OB	0	0	0
		Late (mins)	29		10				2
15	NOBLE, JAMAICA	SHIFT	D	D	D	D	VL	VL	RD
		No. of Hours	8	8	8	8	VL	VL	RD
		Overtime (hrs.)	0	0	0	0	VL	VL	RD
		Late (mins)							0
16	ORNEDO, RUTHER	SHIFT	A	A	A	A	A	A	RD
		No. of Hours	8	8	8	8	8	8	RD
		Overtime (hrs.)	0	0	0	0	0	0	RD
		Late (mins)							0
17	PURIO, ANALYN	SHIFT	D	D	D	D	D	D	RD
		No. of Hours	8	8	8	8	8	8	RD
		Overtime (hrs.)	0	0	0	0	0	0	RD
		Late (mins)							0
18	RADAZA, RAMIR	SHIFT	A	A	A	A	A	A	A
		No. of Hours	8	11	11	8	11	8	8
		Overtime (hrs.)	0	3	3	0	3	0	0
		Late (mins)							0
19	RAMOS, VEVERLY	SHIFT	D	D	D	D	D	D	RD
		No. of Hours	8	8	8	8	8	8	RD
		Overtime (hrs.)	0	0	0	0	0	0	RD
		Late (mins)							0
20	ROGELIO, Arnold T.	SHIFT	D	D	D	D	D	D	RD
		No. of Hours	8	8	8	8	8	8	RD
		Overtime (hrs.)	0	0	0	0	0	0	RD
		Late (mins)							0
21	VITTO,RAELYN	SHIFT	D	D	D	D	D	D	RD
		No. of Hours	8	8	8	8	8	8	RD
		Overtime (hrs.)	0	0	0	0	0	0	RD
		Late (mins)							0
28	QUILANG, JAY ANTHONY	SHIFT		A	A	A	A	A	RD
		No. of Hours		9	11	11	11	8	RD
		Overtime (hrs.)		1	3	3	3	0	RD
		Late (mins)							0

NPC COMPOUND, STA. ISABEL, CALAPAN CITY  
FOR THE PERIOD COVERED January 13 - 19, 2020

NAME	No of Days Worked	Daily Allowance	Adjustment		FOR ADVANCE RELEASE	TOTAL AMOUNT	SIGNATURE
			01/06/2020-01/12/2020	01/13/2020-01/19/2020			
1 Agoncillo Joey	M.	6	150.00		900.00	900.00	
2 Beato Nestor	B.	6	150.00	300.00	900.00	1,200.00	
3 Corteza Jubert	C.	6	150.00	150.00	900.00	1,050.00	
4 Cuasay Restituto	N.	6	150.00		900.00	900.00	
5 De Guzman Edenelle	F.	6	75.00	75.00	450.00	525.00	
6 Ecal Joy	C.	6	150.00	150.00	900.00	1,050.00	
7 Luna Rogelio Jr.	P.	6	150.00	(900.00)	900.00	-	
8 Masculino Danilo	N.	6	150.00	150.00	900.00	1,050.00	
9 Medora Ian	M.	6	150.00	150.00	900.00	1,050.00	
10 Miciano Philip John	T.	6	300.00		1,800.00	1,800.00	
11 Ornedo Ruther	I.	6	75.00		450.00	450.00	
12 Purio Analyn	M.	6	75.00		450.00	450.00	
13 Quilang Jayson Anthony		6	75.00	375.00	450.00	825.00	
14 Radaza Ramir	T.	6	150.00	150.00	900.00	1,050.00	
15 Vitto Raelyn	M.	6	75.00		450.00	450.00	
16 Abuda Anna Faith	N.	6	75.00	(150.00)	450.00	300.00	
17 Bagon Airelito	T.	6	150.00		900.00	900.00	
18 Laderas Hazel Marie	A.	6	75.00		450.00	450.00	
19 Mañibo Joel	B.	6	150.00		900.00	900.00	
20 Noble Jamaica	V.	6	150.00	(300.00)	900.00	600.00	
21 Ramos Veverly	B.	6	150.00		900.00	900.00	
22 Rogelio Arnold	T.	6	150.00		900.00	900.00	
TOTAL			150.00		17,550.00	17,700.00	4,950

Prepared by:

VEVERLY B. RAMOS  
Bookkeeper

Checked by:

MARIETTA C. CELIS  
HR/ Finance OIC

Noted by:

JOY F. NAJITO  
Admin Manager