

ACCOUNT No. 0-01412-605-0 ACCOUNT NAME MINDORO HARVEST ENERGY CO. INC.



CHECK No. 0067731184

BRS  
3805  
001-

DATE January 3, 2020

PAY TO THE ORDER OF \* VEVERLY RAMOS \*

P 14,328.48

PESOS \* FOURTEEN THOUSAND THREE HUNDRED TWENTY EIGHT PESOS AND 48/100 ONLY \*

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



Development Bank of the Philippines

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

MARIETTA C. CELIS

JOY F. NAJITO

⑈0067731184⑈38059⑈0010⑈000014126050⑈000

Meal Allowance 8025

ECMG Team 6303.48

03/01/2020

Marietta Celis

\*\*PHP 8,025.00

Eight Thousand Twenty-Five and 00/100\*\*\*\*\*

Meal allowance for the period of 12.30.19-01.05.202

Marietta Celis				03/01/2020		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
03/01/2020	Bill	APV-SITE_2020.01_001	PHP 8,025.00	PHP 8,025.00		PHP 8,025.00
					Check Amount	PHP 8,025.00

DBP - Site 605-0      Meal allowance for the period of 12.30.19-01.05.      PHP 8,025.00

Marietta Celis				03/01/2020		
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
03/01/2020	Bill	APV-SITE_2020.01_001	PHP 8,025.00	PHP 8,025.00		PHP 8,025.00
					Check Amount	PHP 8,025.00

DBP - Site 605-0      Meal allowance for the period of 12.30.19-01.05.      PHP 8,025.00

**Bill**

Mindoro Harvest

Date	Ref. No.
03/01/2020	APV-SITE_2020.01_001

Vendor
Marietta Celis

Bill Due	13/01/2020
Terms	
Memo	Meal allowance for the period of 12.30.19-01.05.2020

**Expenses**

Account	Memo	Amount	Customer:Job	Class
Meal Allowance	Meal allowance for the period of 12.30.19-01.05.2020	8,025.00	Marietta Celis_1	Admin

Expense Total : 8,025.00

**Bill Total : PHP 8,025.00**



## Transaction Slip

134JNG 134 01/03/2020 15:38:00 195  
001-12-023795-1 CD 4,950.00  
DIMAALA, MELVIN MAMENG Q#0157

Denomin	Count	Amount	Denomin	Count	Amount
1000	0	0.00	10	0	0.00
500	9	4,500.00	5	0	0.00
200	0	0.00	1	0	0.00
100	4	400.00	Others		0.00
50	1	50.00			
20	0	0.00			

Subject to the terms and conditions covering this account/transaction, this serves as your official receipt when machine validated. (see reverse side for withdrawal details).

BBG-00139-00

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

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

RFCD No. : 01-20001  
Date Requested: 01.03.2020  
Due Date : 01.03.2020



Cash



Bank Check

**EXPLANATION****AMOUNT**

MEAL ALLOWANCE FOR THE PERIOD OF  
DECEMBER 30, 2019 - JANUARY 5, 2020

8,025.00

Prepared by:	Checked by:	Noted by:	Approved by:	Request Initiated by:	Payment Received by:
VEVERLY B. RAMOS	MARIETTA C. CELIS	JOY F. NAJITO			

		75.00	(150.00)	450.00	300.00	
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MINDORO HARVEST ENERGY CO. INC.  
NPC COMPOUND, STA. ISABEL, CALAPAN CITY  
FOR THE PERIOD COVERED December 30, 2019 - January 5, 2020

NAME			No of Days Worked	Daily Allowance	Adjustment	FOR ADVANCE RELEASE		TOTAL AMOUNT	SIGNATURE
					12/23 - 12/29/2019	12/30/2019 - 1/5/2020			
Abuda	Anna Faith	N.	6	75.00	(225.00)	450.00	225.00		
Agoncillo	Joey	M.	6	150.00	(600.00)	900.00	300.00		
Bagon	Airelito	T.	6	150.00	(300.00)	900.00	600.00		
Beato	Nestor		6	150.00	(300.00)	900.00	600.00		
Corteza	Jubert	C.	6	150.00	(300.00)	900.00	600.00		
Cuasay	Restituto	N.	6	150.00	(300.00)	900.00	600.00		
De Guzman	Edenelle	F.	6	75.00	(150.00)	450.00	300.00		
Ecal	Joy	C.	6	150.00	(300.00)	900.00	600.00		
Laderas	Hazel Marie	A.	6	75.00	(150.00)	450.00	300.00		
Luna	Rogelio Jr.	P.	6	150.00	(900.00)	900.00	-		
Mañibo	Joel	B.	6	150.00	(450.00)	900.00	450.00		
Munulino	Danilo	N.	6	150.00	(300.00)	900.00	600.00		
Medora	Ian	M.	6	150.00	(900.00)	900.00	-		
Miciano	Philip John	T.	6	300.00	(1,800.00)	1,800.00	-		
Noble	Jamaica	V.	6	150.00	(600.00)	900.00	300.00		
Ornedo	Ruther	I.	6	75.00	(150.00)	450.00	300.00		
Purio	Analyn	M.	6	75.00	(150.00)	450.00	300.00		
Radaza	Ramir	T.	6	150.00	(450.00)	900.00	450.00		
Ramos	Veverly	B.	6	150.00	(300.00)	900.00	600.00		
Rogelio	Arnold	T.	6	150.00	(300.00)	900.00	600.00		
Vitto	Raelyn	M.	6	75.00	(150.00)	450.00	300.00		
Rog									
TOTAL					(9,075.00)	17,100.00	8,025.00		

Prepared by:  
**VEVERLY B. RAMOS**  
Bookkeeper

Checked by:  
**MARIETTA C. CELIS**  
HR/ Finance OIC

Noted by:  
**JOY F. NAJITO**  
Admin Manager

MINDORO HARVEST ENERGY CO. INC.  
NPC COMPOUND, STA. ISABEL, CALAPAN CITY  
FOR THE PERIOD COVERED December 30, 2019 - January 5, 2020

NAME	No of Days Worked	Daily Allowance	Adjustment		FOR ADVANCE RELEASE	TOTAL AMOUNT	SIGNATURE
			12/23 - 12/29/2019				
1 Abuda Anna Faith N.	6	75.00	(225.00)		450.00	225.00	<i>[Signature]</i>
2 Agoncillo Joey M.	6	150.00	(600.00)		900.00	300.00	
3 Bagon Airelito T.	6	150.00	(300.00)		900.00	600.00	<i>[Signature]</i>
4 Beato Nestor	6	150.00	(300.00)		900.00	600.00	
5 Corteza Jubert C.	6	150.00	(300.00)		900.00	600.00	
6 Cuasay Restituto N.	6	150.00	(300.00)		900.00	600.00	
7 De Guzman Edenelle F.	6	75.00	(150.00)		450.00	300.00	
8 Ecal Joy C.	6	150.00	(300.00)		900.00	600.00	
9 Laderas Hazel Marie A.	6	75.00	(150.00)		450.00	300.00	RCVD 1-10-2020
10 Luna Rogelio Jr. P.	6	150.00	(900.00)		900.00	-	
11 Mñibo Joel B.	6	150.00	(450.00)		900.00	450.00	<i>[Signature]</i>
12 Masculino Danilo N.	6	150.00	(300.00)		900.00	600.00	
13 Medora Ian M.	6	150.00	(900.00)		900.00	-	
14 Miciano Philip John T.	6	300.00	(1,800.00)		1,800.00	-	
15 Noble Jamaica V.	6	150.00	(600.00)		900.00	300.00	<i>[Signature]</i>
16 Ornedo Ruther I.	6	75.00	(150.00)		450.00	300.00	
17 Purio Analyn M.	6	75.00	(150.00)		450.00	300.00	
18 Radaza Ramir T.	6	150.00	(450.00)		900.00	450.00	
19 Ramos Veverly B.	6	150.00	(300.00)		900.00	600.00	<i>[Signature]</i>
20 Rogelio Arnold T.	6	150.00	(300.00)		900.00	600.00	
21 Vitto Raelyn M.	6	75.00	(150.00)		450.00	300.00	
TOTAL			(9,075.00)		17,100.00	8,025.00	

Prepared by:  
*[Signature]*  
VEVERLY B. RAMOS  
Bookkeeper

Checked by:  
*[Signature]*  
MARIETTA C. CELIS  
HR/ Finance OIC

Noted by:  
*[Signature]*  
JOY F. NAJITO  
Admin Manager

(P) MHA - 4,000.00  
Calapan - 3,075

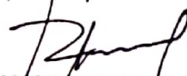


**MINDORO HARVEST**  
NPC Compound Sta Isabel, Simaron Calapan City

**MEAL ALLOWANCE**  
For the Period Covered DEC 30 2019 - JAN 5, 2020

NAMES			daily Allowance	No. of days work	adjustment: DEC 23-29, 2019	REMARKS	For Release
1	Abuda	Anna Faith	75.00	6	-3.0	H,L	3.0
2	Agoncillo	Joey	150.00	6	-4.0	H,SL,L	2.0
3	Bagon	Airelito	150.00	6	-2.0	H	4.0
5	Beato	Nestor	150.00	6	-2.0	H	4.0
6	Corteza	Jubert	150.00	6	-2	H	4.0
7	Cuasay	Restituto	150.00	6	-2.0	H	4.0
8	De Guzman	Edenelle	75.00	6	-2.0	H	4.0
9	Ecal	Joy	150.00	6	-2.0	H	4.0
11	Laderas	Hazel	75.00	6	-2.0	H	4.0
12	Luna	Rogelio	150.00	6	-6	L	-
13	Manibo	Joel	150.00	6	-3	H,VL	3.0
14	Masculino	Danilo	150.00	6	-2	H	4.0
15	Medora	Ian	150.00	6	-6	VL	-
16	Miciano	Philip	300.00	6	-6.0	VL	-
17	Noble	Jamaica	150.00	6	-4	H,VL	2.0
18	Ornedo	Ruther	75.00	6	-2	H	4.0
19	Purio	Analyn	75.00	6	-2	H	4.0
20	Radaza	Ramir	150.00	6	-3	H	3.0
21	Ramos	Veverly	150.00	6	-2	H	4.0
22	Rogelio	Arnold	150.00	6	-2	H	4.0
23	Vitto	Raelyn	75.00	6	-2	H	4.0
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 DEC 23-29, 2019

Shift Reference

A= 7:00 AM -3:00 PM

C = 11:00 - 7:00 AM

C = 11:00 - 7:00 AM

B= 3:00 PM - 11:00 PM

D = 8:00 - 5:00 AM

D = 8:00 - 5:00 AM

No.	NAME	DATE	23	24	25	26	27	28	29	TOTAL
1	ABUDA, ANNA FAITH	SHIFT	D	H	H	WO	D	D	RD	
		No. of Hours	8	H	H	L	8	8	RD	3
		Overtime (hrs.)	0	H	H	L	0	0	RD	0
		Late (mins)								0
2	AGONCILLO, JOEY	SHIFT	L	H	H	SL	A	A	RD	
		No. of Hours	L	H	H	SL	8	8	RD	2
		Overtime (hrs.)	L	H	H	SL	0	0	RD	0
		Late (mins)								0
3	BAGON, AIRELITO	SHIFT	D	H	H	D	D	D	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0
4	BEATO, NESTOR	SHIFT	A	H	H	A	A	A	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0
5	CORTEZA, JUBERT	SHIFT	A	H	H	A	A	A	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0
6	CUASAY, RESTITUTO	SHIFT	A	H	H	A	A	A	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0
7	DE GUZMAN, EDENELLE	SHIFT	A	H	H	A	A	A	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0
8	ECAL, JOY	SHIFT	A	H	H	A	A	A	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0
9	LADERAS, HAZEL MARIE	SHIFT	D	H	H	D	D	D	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0
10	LUNA, ROGELIO JR.	SHIFT	L	H	H	L	L	L	RD	
		No. of Hours	L	H	H	L	L	L	RD	0
		Overtime (hrs.)	L	H	H	L	L	L	RD	0
		Late (mins)								0
11	MANIBO, JOEL	SHIFT	D	H	H	D	D	VL	RD	
		No. of Hours	8	H	H	8	8	VL	RD	3
		Overtime (hrs.)	0	H	H	0	0	VL	RD	0
		Late (mins)								0
12	MASCULINO, DANILO	SHIFT	A	H	H	A	A	A	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0

13	MEDORA, IAN	SHIFT	VL	H	H	VL	VL	VL	RD	
		No. of Hours	VL	H	H	VL	VL	VL	RD	0
		Overtime (hrs.)	VL	H	H	VL	VL	VL	RD	0
		Late (mins)								0
14	MICIANO, PHILIP JOHN	SHIFT	VL	H	H	VL	VL	VL	RD	
		No. of Hours	VL	H	H	VL	VL	VL	RD	0
		Overtime (hrs.)	VL	H	H	VL	VL	VL	RD	0
		Late (mins)								0
15	NOBLE, JAMAICA	SHIFT	VL	H	H	VL	D	D	RD	
		No. of Hours	VL	H	H	VL	8	8	RD	2
		Overtime (hrs.)	VL	H	H	VL	0	0	RD	0
		Late (mins)								0
16	ORNEDOR, RUTHER	SHIFT	A	H	H	A	A	A	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0
17	PURIO, ANALYN	SHIFT	D	H	H	D	D	D	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0
18	RADAZA, RAMIR	SHIFT	A	H	H	VL	A	A	RD	
		No. of Hours	8	H	H	VL	8	8	RD	3
		Overtime (hrs.)	0	H	H	VL	0	0	RD	0
		Late (mins)								0
19	RAMOS, VEVERLY	SHIFT	D	H	H	D	D	D	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0
20	ROGELIO, Arnold T.	SHIFT	D	H	H	D	D	D	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0
21	VITTO,RAELYN	SHIFT	D	H	H	D	D	D	RD	
		No. of Hours	8	H	H	8	8	8	RD	4
		Overtime (hrs.)	0	H	H	0	0	0	RD	0
		Late (mins)								0