

TO : **Vergenio T. Lugatiman**
Operations Manager – Luzon

DATE : January 29, 2018

SUBJECT : **Disapproved IBP Claims**

This is to inform you about the IBP commission already paid but lacking certain documents in violation to policy with subject lapses on buyers' statement. The following are the Disapproved IBP Claims already paid from **November 2017** sales with chargeable amount to the branch personnel, as tabulated below;

BRANCHES	SI #	SI DATE	IBP NAME	AMOUNT	REMARKS
Alaminos	0111	11/15/2017	Dela Rosa, Rogelio (Maninang, Marites)	100.00	No Photocopy of Cash Card attached. Charge to Rodel Bautista
Calapan	0231	11/30/2017	Baja, Florante (Omanada, Ronnel)	100.00	No Photocopy of Cash Card attached. Charge to Ellaine Alveyra
Iriga	00214	11/17/2017	Isaac, Rex (Turiano, Severando)	1000.00	Walk – in Customer (walk in was written in the BSF and no attach of Photocopy of Cash Card but commission of P1000.00 was already given to Isaac, Rex. Charge to Aries Catolico and Anna Marie Napao
Ligao	0142	11/4/2017	Rempis, Rhoderic (Sumali, Albert)	100.00	No BSF or Photocopy of Cash Card attached Charge to Edwin Dasmariñas
	0209	11/20/2017	Yanto, Rolly (Moron, Johnroy)	100.00	
	0218	11/22/2017	Torio, Roderick (Nepomuceno, Noel)	100.00	
	0217	11/22/2017	Torio, Roderick\ (Ostria, Eric)	100.00	
Meycauayan	0451	11/25/2017	Casuco, Freddie (Gelantaga-an, Edgar)	100.00	No Signature of the Confirmer in the BSF Charge to Everlyn Oliva and Darryl Chester Sanchez
	0452	11/25/2017	Casuco, Freddie (Tan, Eusebio)	100.00	


San Jose Min	0150	11/10/2017	Garcia, Mildred (Duran, Agustin Jr)	100.00	No Signature of the Confirmer in the BSF and No Photocopy of Cash Card Charge to Rommel Flores
San Jose Min	0166	11/21/2017	Garcia, Mildred (Verdera, Jonalyn)	100.00	No Signature of the Confirmer in the BSF Charge to Rommel Flores
	0148	11/10/2017	Garcia, Mildred (Dela Cruz, Jeomer)	100.00	
	0178	11/25/2017	Espanola, Raffy (Mingao, Jissie)	100.00	
	0176	11/24/2017	Espanola, Raffy (Cariño, Jolito)	100.00	
	0147	11/7/2017	Espanola, Raffy (Valdez, Romy)	100.00	
	0171	11/23/2017	Aniban, James (Esguerra, Carlo)	100.00	
	0170	11/23/2017	Aniban, James (Baquero, Anniefe)	100.00	
	0169	11/23/2017	Aniban, James (Dela Cruz, Francisco)	100.00	
Sablayan	0163	11/10/2017	Labaniego, Divina (Manalo, Alberto)	100.00	No Signature of the Confirmer in the BSF Charge to Maria Esther Rayton and Rowel Manosor
Subic	0112	11/13/2017	Vindua, Michael Jay (Labagao, Liezl)	100.00	No Photocopy of Cash Card Attached.
	0107	11/3/2017	Payawal, Rogelio (Lagman, Xy Rusxan)	100.00	Charge to Rizzalyn Arcon and Richard Bastan

We would appreciate to receive the response of this memo for the formal adjustment and charging of amount.

Thank you.

Prepared by:


BEVERLY M. DEGUIT
Audit Staff

Noted by:

ARMANDO E. PIA
Audit Manger

Cc: VP-Operation Luzon; VP-Management Services; All Area Managers-Luzon; File