

Inter- Office Memo

TO: **MR. ERNIE JOVELLANOS**
Branch Operations Officer- DAGUPAN
FROM: **HUMAN RESOURCE DEPARTMENT**
RE: **YEAR END PARTY BUDGET**
DATE: **November 25, 2025**
REF: **HRD-SUP-25-A-052**
CC: **DC/file**

Hereunder is the breakdown of the budget for Year End Party.

MANPOWER HEADCOUNT


FABIA, JOMHIA KYEN V.	BOA
FERRER, VICTOR	Technician WL
JOVELLANOS, ERNIE NARVARTE	BOO
TABLANZA, ROLANDO	ACCOUNT OFFICER

Budget for Christmas Party 4 Pax @ P1,500.00/Pax	P 6,000.00
TOTAL	P 6,000.00


Amount indicated will be deposited to the BOO's payroll account subject for liquidation 3 days after utilization. Please be informed that one thousand seven hundred fifty pesos as grocery budget for 2025 will reflect on each individual payroll account on December 15 pay out.

For your information.

Thank you.


Mamerta F. Tagle
HR-Supervisor

Noted by:


Ms. Maricris A. Cepe
HR-Manager