

Inter- Office Memo

TO: **MS. GRACE APAITAN**
Branch Operations Officer-Iloilo
FROM: **HUMAN RESOURCE DEPARTMENT**
RE: **YEAR END PARTY BUDGET**
DATE: **November 25, 2025**
REF: **HRD-SUP-25-A-054**
CC: **DC/file**

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

MANPOWER HEADCOUNT


APAITAN, GRACE GELLA	BOO
CORDOVA, JOEBERT T	DELIVERY WAREHOUSEMAN
FALOGME, KHEA ROSE GAYAS	BOA
PAGAYUNAN, LAURENCE SALVANTE	BRANCH WAREHOUSE ASSISTANT
TAVERA, JUSTIN P.	DRIVER/WAREHOUSE ASSOCIATE
PACIFICO, MARVIN S.	BRANCH WAREHOUSEMAN
DOROMAL, RAYMOND	ACCOUNT OFFICER
PEDROSO, RHONALYN BALABA	SALE ACCOUNT MANAGEMENT ASST

Budget for Christmas Party 8 Pax @ P1,500.00/Pax	P 12,000.00
TOTAL	P12,000.00

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