

Inter- Office Memo

TO: **MR. JAN MICHAEL N. TRINIDAD**
BOS-Cebu
FROM: **HUMAN RESOURCE DEPARTMENT**
RE: **YEAR END PARTY BUDGET**
DATE: **November 25, 2025**
REF: **HRD-SUP-23-A-051**
CC: **DC/file**

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

MANPOWER HEADCOUNT


ARCITE, MARK LOUIE S.	BRANCH WAREHOUSE ASST.
COTCOT, PETRONIO BOHOL	BOO
DINOY, LOU ADRIAN PADILLA	BOA
MALOLOY-ON, AEGGIE P.	DELIVERY/WAREHOUSEMAN
SAWANGAN, ADRIANO BUNGAD	DRIVER/WAREHOUSE ASSOCIATE
TORREJOS, RODELIO	DELIVERY/WAREHOUSEMAN
TRINIDAD, JAN MICHAEL NUNEZ	BRANCH OPERATIONS SUPERVISOR
ANTONA, KENT LOUISE T	TRADE MARKETING ASSISTANT
COMPUESTO, JUNEL	ACCOUNT OFFICER

Budget for Christmas Party 9 Pax @ P1,500.00/Pax	P 13,5000.00
TOTAL	P 13, 500.00

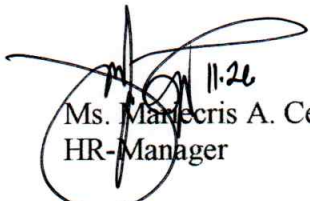
Amount indicated will be deposited to the BOS' payroll account subject for liquidation 3 days after utilization. Please be informed that one thousand seven hundred fifty pesos as grocery budget for 2025 will reflect on each individual payroll account on December 15 pay out.

For your information.

Thank you.


Mamerta F. Tagle
HR-Supervisor

Noted by:


Ms. Maricris A. Cepe
HR-Manager