

Inter- Office Memo

TO: **MR. PABLITO PANGAN**
Branch Operations Officer-Pampanga
FROM: **HUMAN RESOURCE DEPARTMENT**
RE: **CHRISTMAS PARTY BUDGET**
DATE: **November 25, 2025**
REF: **HRD-SUP-25-A-049**
CC: **DC/file**

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

MANPOWER HEADCOUNT

MANDAP, JONEL SARMIENTO	Technical Support Officer
PANGAN, PABLITO JR. DIZON	BOO/Roving Collections Officer
MAGTOTO, EDGAR	Account Officer
PINEDA, RHAY VINCENT MENDIOLA	Prov. Technician/Driver
SAMBO, MARK JIM FABIAN	Prov. Technician

Budget for Christmas Party 5 Pax @ P1,500.00/Pax	P7,500.00
TOTAL	P7,500.00

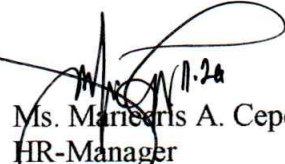
Amount indicated will be deposited to the BOO's payroll account subject for liquidation 3 days after utilization. Please be informed that one thousand seven hundred fifty pesos as grocery budget for 2025 will reflect on each individual payroll account on December 15 pay out.

For your information.

Thank you.


Mamerta F. Tagle
HR-Supervisor

Noted by:


Ms. Marielaris A. Cepe
HR-Manager