

## Inter- Office Memo

TO: **MR. ROGER C. VILLANUEVA**  
**Branch Operations Supervisor-Davao**  
FROM: **HUMAN RESOURCE DEPARTMENT**  
RE: **YEAR END PARTY BUDGET**  
DATE: **November 25, 2025**  
REF: **HRD-SUP-25-A-053**  
CC: **DC/file**

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

### MANPOWER HEADCOUNT


BRIOSOS, ROMNUEL P	DRIVER/WAREHOUSE ASSOCIATE
CORDOVA, FRITZ M	BOA
DAYONDON, JOESPH GERALD	BRANCH WAREHOUSEMAN
FLORES, ERIC VILADES	TMA
LAPPAY, JASON A.	BRANCH WAREHOUSE ASST
PEREZ, GEFREY MANGOPOT	Technical Support Officer
SALIBAY, JOSELITO ARMADILLA	WL TECHNICIAN
TRAYA, JIMMY L.	DRIVER/WAREHOUSE ASSOCIATE
VILLANUEVA, ROGER CARBONEL	BRANCH OPERATIONS SUPERVISOR
MURILLO, CHERRYL BACURO	ACCOUNT OFFICER

Budget for Christmas Party 10 PAX @ P1,500.00/Pax	P 15,000.00
<b>TOTAL</b>	<b>P15,000.00</b>


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. Mariecris A. Cepe**  
HR-Manager