



December 4, 2023

MEMORANDUM

FOR : The OIC, Regional Executive Director
DENR MIMAROPA Region

THRU : The Assistant Regional Director for Management Services

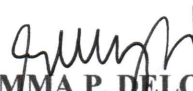
FROM : The OIC-PENR Officer

SUBJECT : REQUEST FOR ISSUANCE OF SPECIAL ALLOTMENT
RELEASE ORDER (SARO) AND THE CORRESPONDING
NOTICE OF CASH ALLOCATION (NCA) TO COVER THE
PAYMENT OF MONETIZATION OF LEAVE CREDITS

In compliance with the memorandum dated December 1, 2023 from OIC, Director Imelda R. Dela Cruz for Financial and Management Service, we are respectfully requesting for the issuance of Special Allotment Release Order (SARO) and the corresponding Notice of Cash Allocation (NCA) amounting to **Nine Hundred Ninety Four Thousand Six Hundred Ninety Seven Pesos & 14/100 only (Php 994,697.14)** to cover payment of monetization of leave credits of PENRO Marinduque employees. Please see attached payroll for reference.

For information and favorable consideration.

"For and in the absence of the OIC-PENR Officer"


GEMMA P. DELOS REYES
Planning Officer III/

In-charge, Management Services Division/
In-Charge, Office of the PENRO

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DENR - PENRO Marinduque - MONETIZATION
F.Y. 2023
WORKING / ANALYSIS PAPER

	Name	Position / Designation	Salary Rate per month	Earned Leave Credits			Days Applies for Monetization			% of Leave Credits Applied for Monetization	Constant Factor	Amount	Balance of Earned Leave Credits after Monetization		
				Vacation Leave	Sick Leave	Total	Vacation Leave	Sick Leave	Total				Vacation Leave	Sick Leave	Total
			(a)	(b)	(c.)	(d) = b + c	(e)	(f)	(g) = e + f	(h) = g / d	(i)	(j) = (a x g) x i	(k) = b -e	(l) = c -f	(m) = k + l
1	Diaz, Imelda M.	OIC-PENRO	93,043.00	55.792	153.950	209.742	15		15	7%	0.0481927	67,259.90	40.792	153.950	194.742
2	Saet, Lorelyn P.	Accountant III	52,847.00	23.210	31.500	54.710	13	7	20	37%	0.0481927	50,936.79	10.210	24.500	34.710
3	Jamilla, Arlene A.	Administrative Assistant II	21,029.00	23.314	35.500	58.814	10	19	29	49%	0.0481927	29,389.88	13.314	16.500	29.814
4	Palacios, Eden P.	Administrative Officer IV(HRMO II)	36,997.00	42.187	9.500	51.687	10		10	19%	0.0481927	17,829.85	32.187	9.500	41.687
5	Delos Reyes, Gemma P.	Planning Officer III/In-Charge, MSD	47,738.00	23.931	34.300	58.231	10	10	20	34%	0.0481927	46,012.46	13.931	24.300	38.231
6	Jamola, Lorna C.	UWII	15,486.00	27.554	72.700	100.254	17	12	29	29%	0.0481927	21,643.05	10.554	60.700	71.254
7	Feliciano, anidel M..	Administrative Officer IV(BO 11	39,367.00	17.797	55.150	72.947		20	20	27%	0.0481927	37,944.04	17.797	35.150	52.947
8	Matining, Ronald M.	Mathematician Aide II	21,029.00	39.728	118.750	158.478	20		20	13%	0.0481927	20,268.89	19.728	118.750	138.478
9	Ricafrente, Luciana M.	Special Land Investigator I	28,766.00	41.119	40.250	81.369	29		29	36%	0.0481927	40,203.03	12.119	40.250	52.369
10	Donato, Maricel C.	Forest Technician II	20,104.00	23.529	17.370	40.899	13	7	20	49%	0.0481927	19,377.32	10.529	10.370	20.899
11	Rosales, Daisy R.	Utility Worker I	13,666.00	35.430	253.450	288.880	25	4	29	10%	0.0481927	19,099.44	10.430	249.450	259.880
12	Recto, Emeterio M.	Senior Ecosystems Management Specialist	71,511.00	37.817	198.000	235.817	15		15	6%	0.0481927	51,694.62	22.817	198.000	220.817
13	Mahayag, Jelomy H.	Forester I	27,284.00	31.091	70.375	101.466	20	9	29	29%	0.0481927	38,131.80	11.091	61.375	72.466
14	Alcober, Nilo L.	Administrative Officer I	23,565.00	25.646	51.640	77.286	15	14	29	38%	0.0481927	32,934.17	10.646	37.640	48.286
15	Radovan, Menchita D.	Forest Ranger	16,318.00	37.211	60.810	98.021	20	9	29	30%	0.0481927	22,805.85	17.211	51.810	69.021
16	Fandialan, Florante G. Jr	Forest Ranger	15,827.00	24.267	44.500	68.767	14	15	29	42%	0.0481927	22,119.63	10.267	29.500	39.767
17	Medenilla, Jhonna Liza S.	Planning Officer II	36,997.00	20.343	118.750	139.093	10	5	15	11%	0.0481927	26,744.78	10.343	113.750	124.093
18	Minay, Oliver R.	Forest Technician II	20,104.00	27.098	35.000	62.098	17	12	29	47%	0.0481927	28,097.12	10.098	23.000	33.098
19	Pastoral, Jocelyn P.	Adm. Assistant II	18,907.00	32.937	21.245	54.182	10		10	18%	0.0481927	9,111.79	22.937	21.245	44.182
20	Peregrin, Almer L.	Forest Ranger	15,827.00	59.312	170.785	230.097	29		29	13%	0.0481927	22,119.63	30.312	170.785	201.097
21	Rioveros, Rosalina R.	Forest Ranger	15,827.00	45.882	19.328	65.210	20		20	31%	0.0481927	15,254.92	25.882	19.328	45.210
21	Villavicencio, Sherwin P.	Forest Ranger	15,827.00	24.275	62.000	86.275	14	15	29	34%	0.0481927	22,119.63	10.275	47.000	57.275
22	Constantino, Blesilda J.	Adm. Aide VI	17,824.00	36.720	106.000	142.720	20	9	29	20%	0.0481927	24,910.61	16.720	97.000	113.720
23	Estrella, Randy N.	Forest Ranger	15,827.00	24.957	75.167	100.124	14	15	29	29%	0.0481927	22,119.63	10.957	60.167	71.124
24	Leaño, Brian Iñigo F	forest Tecnician I	17,824.00	15.723	59.000	74.723	5	24	29	39%	0.0481927	24,910.61	10.723	35.000	45.723
25	Lozada, Mark Ryan S.	Information System Analyst II	40,509.00	41.614	46.000	87.614	20		20	23%	0.0481927	39,044.76	21.614	46.000	67.614
26	Maranan, Michael Joseph A.	Forest Ranger	15,827.00	37.629	87.042	124.671	27		29	23%	0.0481927	22,119.63	10.629	85.042	95.671
27	Manoos, Julius Mark L.	Forest Technician I	17,824.00	26.198	54.417	80.615	16	13	29	36%	0.0481927	24,910.61	10.198	41.417	51.615
28	Mariposque, Romm L.	Administrative Officer I (Driver, Mechanic)	15,827.00	28.707	41.250	69.957	18	11	29	41%	0.0481927	22,119.63	10.707	30.250	40.957
29	Martinez, Danilo L.	Forester II	36,997.00	13.042	31.042	44.084	3	20	23	52%	0.0481927	41,008.66	10.042	11.042	21.084

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
DENR - PENRO Marinduque - MONETIZATION
F.Y. 2023
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	Name	Position / Designation	Salary Rate per month	Earned Leave Credits			Days Applies for Monetization			% of Leave Credits Applied for Monetization	Constant Factor	Amount	Balance of Earned Leave Credits after Monetization		
				Vacation Leave	Sick Leave	Total	Vacation Leave	Sick Leave	Total				Vacation Leave	Sick Leave	Total
			(a)	(b)	(c.)	(d) = b + c	(e)	(f)	(g) = e + f	(h) = g / d	(i)	(j) = (a x g) x i	(k) = b -e	(l) = c -f	(m) = k + l
30	Oyong, Heidy L.	Planning Officer I	27,284.00	47.576	75.000	122.576	10		10	8%	0.0481927	13,148.90	37.576	75.000	112.576
31	Pelaez, Corazon R.	Forest Technician I	17,824.00	23.047	49.000	72.047	10	19	29	40%	0.0481927	24,910.61	13.047	30.000	43.047
32	Pereda, Ricky L.	Forest Technician I	17,824.00	28.887	27.250	56.137	18	11	29	52%	0.0481927	24,910.61	10.887	16.250	27.137
33	Pernia, Lorena R.	Forest Technician I	27,000.00	30.477	90.670	121.147	15		15	12%	0.0481927	19,518.04	15.477	90.670	106.147
34	Sualog, Michael Vencint M.	Forest Technician I	17,824.00	43.606	72.250	115.856	20		20	17%	0.0481927	17,179.73	23.606	72.250	95.856
35	Paez, Wilson R.	Forest Technician I	17,688.00	20.687	42.625	63.312	10	5	15	24%	0.0481927	12,786.49	10.687	37.625	48.312
RECOMMENDED AMOUNT OF MONETIZATION CLAIM FOR DENR - PENRO Marinduque													994,697.14		

NOTE:

- Officials & employees who have accumulated fifteen (15) days Vaction Leave Credits shall be allowed to monetize a minimum of ten (10) days : Provided, that at least five (5) days is retained after monetization and provided further that a maximum of thirty (30) days may be monetized in a given year;
- Monetization of fifty (50%) or more of the accumulated leave credits may be allowed for valid and justifiable reasons and shall be upon the favorable recommendation of the agency head and to be endorsed to the Department of Budget and Management for release of funds;
- Request for the monetization must be supported with Service Record and latest Notice of Salary Adjustments (NOSA) for reference.

Prepared by:

GEMMA P. DELOS REYES
In-Charge, Management Services Division

Reviewed by:

ANIDEL M. FELICIANO
Budget Officer II

Approved by:

LORELYN P. SAET
Accountant III

IMELDA M. DIAZ
QC-PENR Officer

BED 3: MONTHLY DISBURSEMENT PROGRAM, FISCAL YEAR 2023

(In Thousand Pesos)

PROGRAM / ACTIVITY / PROJECT	Total Programs	Tax Rem. Advice (TRA)	Net Program	Full Year Requirement																		Excess/ (Defect)	
				Quarter 1				Quarter 2				1st Sem	Quarter 3				Quarter 4				2nd Sem		Full Year Total
				Jan	Feb	March	Sub-total	April	May	June	Sub-total		July	Aug	Sept	Sub-total	Oct	Nov	Dec	Sub-total			
Part A																							
I. TOTAL PROGRAM	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NOTICE OF CASH ALLOCATION	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
PS (Total Program)	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
A. FISCAL YEAR'S (FY) BUDGET	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
PS (Total Program)	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
MOOE (Total Program)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO (Total Program)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
New General Appropriations	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
PS (Total Program)	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
MOOE (Total Program)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO (Total Program)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
COMPREHENSIVE RELEASE	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
PS (Total Program)	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
MOOE (Total Program)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO (Total Program)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Specific Budgets of National Government Agencies	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
PS (Total Program)	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
MOOE (Total Program)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO (Total Program)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
General Administration & Support																							
General Management and Supervision	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
PS (Total Program)	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-
TRA	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
NET PROGRAM	-	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-

BED-3: MONTHLY DISBURSEMENT PROGRAM, FISCAL YEAR 2023

(In Thousand Pesos)

PROGRAM / ACTIVITY / PROJECT	Total Programs	Tax Rem. Advice (TRA)	Net Program	Full Year Requirement																		Excess/ (Defect)	
				Quarter 1				Quarter 2				1st Sem	Quarter 3				Quarter 4				2nd Sem		Full Year Total
				Jan	Feb	March	Sub-total	April	May	June	Sub-total		July	Aug	Sept	Sub-total	Oct	Nov	Dec	Sub-total			
MOOE (Total Program)							-				-				-				-	-	-	-	
TRA			-								-				-				-	-	-	-	
NET PROGRAM				-	-	-	-	-	-	-		-	-	-	-	-	-	-	-	-	-	-	
CO (Total Program)			-				-				-				-		-	-	-	-	-	-	
TRA			-				-				-				-				-	-	-	-	
NET PROGRAM				-	-	-	-	-	-	-		-	-	-	-	-	-	-	-	-	-	-	
SUB-TOTAL, GENERAL ADMINISTRATION AND	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-	
TRA		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NET PROGRAM		-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-	
PS (Total Program)	995			-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-	
TRA		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NET PROGRAM		-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-	
TOTAL PROGRAMS AND ACTIVITIES	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-	
TRA		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NET PROGRAM		-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-	
PS (Total Program)	995			-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-	
TRA		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
NET PROGRAM		-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-	
TOTAL DISBURSEMENT PROGRAM	995	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-	
PS (Total Program)	995	-	995	-	-	-	-	-	-	-	-	-	-	-	-	-	-	995	995	995	995	-	
MOOE (Total Program)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
CO (Total Program)		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

SUMMARY :	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I. TOTAL PROGRAM	995																		995	995	995	995	
TRA																							
NOTICE OF CASH ALLOCATION			995																995	995	995	995	
PS (Total Program)	995																		995	995	995	995	
TRA																							
NET PROGRAM			995																995	995	995	995	
A. FISCAL YEAR'S (FY) BUDGET	995																		995	995	995	995	
TRA																							
NET PROGRAM			995																995	995	995	995	
PS (Total Program)	995																		995	995	995	995	
TRA																							
NET PROGRAM			995																995	995	995	995	
New General Appropriations	995																		995	995	995	995	
TRA																							
NET PROGRAM			995																995	995	995	995	
PS (Total Program)	995																		995	995	995	995	
TRA																							
NET PROGRAM			995																995	995	995	995	
COMPREHENSIVE RELEASE	995																		995	995	995	995	
TRA																							
NET PROGRAM			995																995	995	995	995	
PS (Total Program)	995																		995	995	995	995	
TRA																							
NET PROGRAM			995																995	995	995	995	

NOTE: MDP FOR CY 2023 IS BASED ON IMPLAN SUBMITTED BY SECTION/DIVISION CHIEFS.

Prepared by:

ANIDEL M. FELICIANO
Budget Officer II

Date:

LORELYN P. SAET
Accountant III

Date:

Reviewed by:

GEMMA P. DELOS REYES
In-Charge, Management Services Division

Date:

Approved by:

IMELDA M. DIAZ
OIC, PENR Officer

Date:

Digitally signed by Diaz Imelda Mendoza

LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE-ADVICE TO DEBIT ACCOUNTS (LDDAP-ADA) - INTERNAL CREDITORS							
DEPARTMENT : DENR AGENCY : PENRO MARINDUQUE OPERATING UNIT FUND CODE : 101 MDS MDS-GSB BRANCH/MDS SUB. ACCOUNT NO.: 2115-9000-32 NCA No. :							
CREDITOR		OBLIGATION REQUEST NO.	ALLOTMENT CLASS (per UACS)	IN PESOS			REMARKS
NAME	PREFERRED SERVICING ANK/SAVINGS/CURRENT AC NO.			GROSS AMOUNT	W/HOLDING TAX	NET AMOUNT	
Current Year A/Ps Diaz, Imelda M. et al			PS	994,697.14		994,697.14	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
					-	-	
				994,697.14	-	994,697.14	

I hereby warrant that the above List of Due and Demandable A/Ps was prepared in accordance with existing budgeting, accounting and auditing rules and regulations.

Certified Correct:

LORELYN P. SABET
 Accountant III
 Head of Accounting Unit

I hereby assume full responsibility for the veracity and accuracy of the listed claims and the authenticity of the supporting documents submitted by the claimants.

Approved:

IMELDA M. DIAZ
 OIC, PENR - Officer
 Head of agency or authorized Official

II. ADVICE TO DEBIT ACCOUNT (ADA)

To MDS-GSB of the Agency : 2115-9000-32

Please debit MDS Sub-Account Number :

Please credit the accounts of the above listed creditors to cover payments payable (ADA)

TOTAL AMOUNT : Nine Hundred Ninety Four Thousand Six Hundred Ninety Seven Pesos & 14/100 Only

(In Words)

Php994,697.14

Agency Authorized Signatories

1. ANDREW E. ALDOVINO
Adm. Officer I (Cashier)

2. IMELDA M. DIAZ
OIC, PENR - Officer

(Erasures shall invalidate this document)

FOR MDS-GSB USE ONLY

Instruction:

1. Agency shall arrange the creditors on a first in-first out basis that is according to the date of receipt of supplier/s credito/s billing duly supported with complete documents.
2. MDS-GSB branch concerned shall indicate under Remarks column, non-payment made to concerned creditors due to inconsistency in information (creditor account name, number) between LDDAP-ADA and bank records.

NOTES:

The LDDAP-ADA is an accountable form

Indicate the description/name and UACS code

LDDAP-ADA No.

Date Issue: