



Human Resource and
Administration Department

TO : ALL CONCERNED PERSONNEL
FROM : CHIEF HUMAN RESOURCE OFFICER
SUBJECT : **CHECK PAYMENTS**
DATE : MARCH 07, 2011

The following has to be handwritten on the bank statement for all check payments:

- a. Payee
- b. Reference / description i.e. Consultancy fee, Rent

For immediate implementation for all entities.


Marie/Stephanie L. Manuel
Chief Human Resource Officer