

2nd M.D. - 4th Camp Complement
2425 Pay Roll January 1946
4th Sp Service Det

DECLASSIFIED
Authority *NOV 88 3078*

DECLASSIFIED
Authority: NDP 883078

PA

(Provincial or Municipal)
CAMP J.B. ORD, TARIAC, APO 70

We hereby acknowledge to have received from LT. PEDRO C. SALES, FS

DISBURSING OFFICER
Treasurer of 7th FINANCE & DISBURSING

compensation for our services rendered during the period stated below, to the corre

No.	NAME	Designation	Item Number in Plantilla for Year 194 ASN	PERIOD OF SERVICE (Inclusive Dates)		DIFF. Monthly Rate of Pay	DATE OF Amount Accrued for the Period ENLIST.	DEDUCTIONS						
				From—	To—			IN GENERAL			FOR GOVERNMENT SERVICE INSURANCE SYSTEM			
								Loan Installm'ts	Fines and Forfeit.	Absences Without Pay AWOL	3% Premium	Extra Haz. Premium	Add'l Insurance	
								Dates	Amount					
1	SALCEDO, EMILIO	SGT.	153261	15 Aug. 45	31 Dec. 45	86.76	15 Aug. '45	5 & 7 Nov. '45	to 11 Nov. '45	3.79				
3	DUMLAO, RAFAEL	CPL.	151825	1 Jun. 45	31 Dec. 45	138.00	13 Mar. '45							
4	GARINGAN, PORFIRIO	CPL.	152713	7 Aug. 45	31 Dec. 45	112.16	7 Aug. '45	24 to 27 Aug. & 5 Nov. '45		3.72				
6	JOSE, MARCELINO	CPL.	152822	9 Aug. 45	31 Dec. 45	109.06	9 Aug. '45	7 to 10 Nov. '45		3.06				
7	RILE, APOLINARIO	CPL.	151772	1 Jul. 45	31 Dec. 45	138.00	12 Feb. '45							
8	ANDRADE, ULDARICO	PFC.	122057	1 Jul. 45	31 Dec. 45	150.00	24 Apr. '45							
9	ORILLA, SALVADOR	PFC.	009106	1 Jul. 45	31 Dec. 45	150.00	2 Mar. '45							
10	REGINO, BARTOLOME	PFC.	220573	23 Sept. 45	31 Dec. 45	81.66	23 Sept. '45							
11	MARTINEZ, GAUDENCIO	PVT.	152615	28 Jul. 45	31 Dec. 45	128.22	28 Jul. 45	7 to 11 Nov. '45		4.16				
13	END OF ROLL													
13	TOTAL													Total

TOTAL OR CARRIED FORWARD

(1) I HEREBY CERTIFY on my official oath that the above PAY ROLL is correct, and that services above stated have been duly rendered. Payment for such services is also hereby approved from the appropriations indicated.

Cesar M. Santos
CESAR M. SANTOS (Signature)
Captain CES

(2) APPROVED for payment subject to preaudit:

(4) APPROVED:

Leon S. Reyes
LEON S. REYES
Lt. Col. INF.
Commanding

(5) SUMMARY OF AMOUNT CREDITABLE TO GOVERNMENT S FUNDS:

, 194 _____ Treasurer

(3) Preaudited and approved for payment in the amount of _____ (P. _____) pesos only.

, 194 _____ Provincial Auditor

Total of 3 per cent premium—Column 13 (employee's share)
Total of 3 per cent premium—(Government share)
Total of extra premium for extra hazard—Column 14
Total of additional insurance premium—Column 15
GRAND TOTAL

PAY ROLL

DECLASSIFIED
Authority NO 883078

Sheet No. 4

7th FINANCE & DISBURSING SECTION, PA, APO 70, the sums herein specified opposite our respective names, the same being in full stated below, to the correctness of which we hereby severally certify.

FOR GOVERNMENT SERVICE INSURANCE SYSTEM			No.	Amount Due	AMOUNT PAID		Signature of Payee	Witness to Mark or Illegible Signature	Unpaid Amount Due (Cr. C. -)	REMARKS
3% Premium	Extra Haz. Premium	Add'l Insurance			In Cash (Cr. A-1)	In Check (Cr. A-2-)				
13	14	15	16	17	18	19	20	21	22	23
			1	₱ 82.97		<i>Paid</i>	<i>Emilio Salcedo</i>			
			2			<i>Paid</i>				
			3	138.00		<i>Paid</i>	<i>Rafael Pluymlas</i>			
			4	108.44		<i>Paid</i>	<i>Josefina Sampan</i>			
			5							
			6	106.00		<i>Paid</i>	<i>Marcelino Jose</i>			
			7	138.00		<i>Paid</i>	<i>Agustinario Rilo</i>			
			8	150.00		<i>Paid</i>	<i>Albino Andino</i>			
			9	150.00		<i>Paid</i>	<i>Salvador Agilla</i>			
			10	81.66		<i>Paid</i>	<i>Bartolomeo Pajino</i>			
			11	124.06						
<i>Total</i>			12	₱ 955.07						
			13							
			14							
			15							
			16							
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			35							

I certify that I witnessed the payment of this Roll, and that prior to the signing of this certificate, the men received the amount set opposite their names with the exception of those men marked "NOT PAID"

Leon S. Reyes
LEON S. REYES Municipal Mayor
 Lt. Col. INF.
 Commanding
 OFFICER IN CHARGE
 GOVERNMENT SERVICE INSURANCE

Column 13 (employee's share) ₱ _____
 (Government share) _____
 Extra hazard—Column 14 _____
 premium—Column 15 _____
 ₱ _____

(6) I HEREBY CERTIFY on my official oath that I have paid in cash to each official and employee whose name appears on the above roll the amount set opposite his name, under column 17, he having signed or marked his name under column 20 above, in my presence and at the time that payment was made to him, in acknowledgment of receipt of the money paid him.

[Signature]

(7) I HEREBY CERTIFY on my official oath that each employee whose name appears on the above roll has been paid in cash or in check, and in no other mode, the amount shown under column 18 or 19 above, opposite his name. The total of the payments made by me in this pay roll amounts to _____ (₱ _____) pesos.

P. C. Sales
P. C. SALES

 Treasurer

INSTRUCTIONS

1. This form will be used in making pay rolls for provincial and municipal offices. It should be prepared for each office or dependency by the proper administrative officer. As a general rule but one copy (original) of the pay roll need be prepared.
2. All the force employed during the period covered by the pay roll, whether stationed at the capital or in the municipalities, should be included. It should be grouped in accordance with the schedule of funds and classifications prescribed by the Auditor General and each group listed according to rank or seniority.
3. The designation of each position as given in the law, plantilla, etc., should be shown correctly, and the name of the person filling same should be spelled exactly as that name is written on his appointment, or as he officially signs it.
4. The dates to be shown in "Period of Service" are always to be inclusive. Thus, if dates are shown from January 5 to 10, it means that the person worked from January 5 to 10, inclusive, or six days.
5. Yearly and monthly salaries and wages should be computed in accordance with Section 254 of the Administrative Code.
6. Commutation of allowances, computed by period-units, should be included in the pay roll if they are payable at the same time as the salaries. More than one kind of cash allowance may be thus included, each allowance being shown on a separate line on the pay roll, thus:

VICTOR GAMA—Jail Guard—		
December 1 - December 31,		
salary per month.....	P35.00	P35.00
VICTOR GAMA—December 1-		
December 31, subsistence		
allowance per day.....	.50	15.50
VICTOR GAMA—July 1-De-		
cember 31, clothing allow-		
ance per year.....	40.00	20.00
7. After a pay roll is prepared the administrative officer will total columns 8, 9, 10, 12, and 17, for each separate functional and expense classification. He will then date and sign certificate No. 1 (on every sheet, if the pay roll consists of more than one sheet), and submit the pay roll immediately to the Provincial Treasurer.
8. Upon receipt of a pay roll the Provincial Treasurer will immediately review same administratively, and should he find it correct, he will approve it by accomplishing certificate No. 2 on every sheet, and then have the pay roll submitted to the Provincial Auditor for preaudit.

9. The Provincial Treasurer should always try to have the pay rolls closed within the month for which made in order that they can be taken up in the books, and his appropriations charged monthly with the entire amount of salaries and wages earned, paid and unpaid.
10. Payments in cash will be made only to the creditor and immediately upon his signing the pay roll. Absent creditors may be paid in check. Amounts paid will be written by the paying official under column 18 or 19, as the case may be. The number of check, in case payment is made by check, should be entered under column 20, instead of the signature of the creditor.
11. Payments by cash should be supported by the signature of the creditor. Such signature should be in the same manner the name of the creditor is written under column 2. No variation in spelling or orthography should be permitted. Thus if a name is written under column "Name" Juan Gonzales, it should be so signed in the "Signature" column and not Juan Gonzales y Cristobal, or J. Gonzales. Signatures made by mark or so written as to be illegible will be witnessed, except signatures of government officials which, although appearing illegible, are well known and properly identified on the Specimen Signature Card, General Form No. 78(A).
12. In closing the pay roll, certificate No. 6 on each sheet shall be accomplished by the paying official, whether the Provincial Treasurer himself or a deputy treasurer, and certificate No. 7 on the last sheet only will be accomplished by the Provincial Treasurer himself. All unpaid amounts will be extended to column 22.
13. The Provincial Treasurer will take up in his cashbooks, Provincial Form No. 85(A), the total amount paid. Thereafter the pay rolls will be journalized in the ordinary manner.

IN CASE THIS PAY ROLL IS USED FOR MUNICIPAL OFFICES

1. All the instructions given in the foregoing paragraphs which are intended for provincial officials and accounts will, in so far as practicable, apply when this form is used by municipal treasurers for municipal accounts. However, one general pay roll may be made for all officials and employees of the municipality, except teachers who should have a separate pay roll.
2. Where the mayor will not have to sign certificate No. 1, he will approve the pay roll on its face as provided in certificate No. 4 thereon thus:

"APPROVED:

 Municipal Mayor"

- Approval of municipal mayors on municipal disbursement will not however, be required when the funds involved are National funds which are not given as aids to local governments but merely invoiced to local treasurers for convenience of their disbursements.
3. Municipal pay rolls will be prepared in duplicate, the original to be submitted to the Provincial Auditor with the municipal treasurer's accounts, and the duplicate to be kept by this official.
 4. When this pay roll is used for municipal purposes, certificate No. 2 should be signed by the municipal treasurer, cancelling the phrase "subject to preaudit" where the system has not been installed in the municipality concerned.

IN CASE THIS PAY ROLL IS USED FOR EMPLOYEES INSURED IN THE GOVERNMENT SERVICE INSURANCE SYSTEM

1. Three extra copies of the pay roll will be prepared on the thin sheet styled Provincial Form No. 38-1(A).
2. Columns 13, 14, and 15 will be duly filled for those employees who are insured in the system.
3. The grand total of these columns will be shown on the proper lines on certificate No. 5 on the last sheet of the pay roll.
4. An amount equal to that shown on item No. 1 of certificate No. 5 will be entered on line 2 of the same certificate.
5. All the amounts shown on this certificate will be journalized at the time the pay roll is journalized. The total of certificate No. 5 will be credited to E-23. The second item will be a charge to the proper "p" expense classification while the rest of the items are a part of the charge to the proper salary classification.
6. The three extra copies of the pay roll will take the place of the form prescribed in Provincial Division Circular No. 476.

DECLASSIFIED
 Authority NO D883078

PROVINCIAL FORM No. 38(A)
 (Revised January, 1945)

Voucher No. _____

Month of _____, 194_____

PAY ROLL

(Provincial or Municipal)

PAID BY _____

Treasurer of _____

Province of _____

ENTRIES

CLASSIFICATION	AMOUNT	
	DEBIT	CREDIT
TOTAL		

4th SPECIAL SERVICE DETACHMENT
 4th CAMP COMPLEMENT, PA
 CAMP J. E. ORD, SAN MIGUEL, TARIAC
 APO 70

[Handwritten signature]

[Handwritten initials]

RECORD OF AUDIT

- Checked:
- Computations by _____
 - Classifications by _____
 - To salary cards by _____
 - To Cash Book by _____
 - To journal by _____
 - Reviewed by _____

(FASTEN ALONG THIS EDGE)

DUPLICATE

PAY ROLL → ENLISTED MEN			D.O. No. 31 January, 1946 PAID BY LT. P C SALES FS CO, 7th Fin Dis Sec Cp Ord, Tarlac									
ORGANIZATION 4th SPECIAL SERVICE DET.	REGIMENT PA											
STATION CAMP J.B.ORD, TARLAG	PRINCIPAL ARMS SPE. SER.											
PERIOD (MONTH AND YEAR) JANUARY , 1946												
APPROPRIATIONS			CERTIFICATE OF PERSONNEL OFFICER									
(SYMBOL)	(ALLOTMENT)	\$	STATION APO 70									
	<i>Hy.</i>		DATE JAN. '46									
			I CERTIFY that this roll is made out as required by Army Regulations and that entries pertaining to each name are correct; that where rental and/or subsistence allowance is due, the soldier was not furnished rations in kind nor received the equivalent thereof in money; that where quarters allowance is credited for the enlisted man, his dependents, or both, public quarters were not available or assigned to such persons, nor did they receive a monetary allowance in lieu thereof; and that payment to the enlisted men named on the within pay roll is not prohibited by any provisions of law limiting the availability of the appropriation(s) involved. Applicable certificates on reverse made a part hereof. Except as otherwise stated each man was last paid to 31 Dec. '45 by _____ F. D., U. S. A.									
TOTAL AMOUNT DISBURSED				\$								
ALLOTMENT SUMMARY			SIGNATURE OF PERSONNEL OFFICER <i>Cesar M Santos</i>									
Class N National Service Life Insurance			\$									
Class E Allotment			\$									
Class D Government Insurance Premium			\$									
Class B U. S. Savings Bonds			\$									
Class F Family Allowance Deductions			\$									
Quarters Deductions			\$									
TOTAL ALLOTMENTS AND DEDUCTIONS			\$									
COLLECTIONS—Repayment to appropriations and miscellaneous receipts			CERTIFICATES OF WITNESSING OFFICER NOTE.—This certificate will be signed only on the copy of the pay roll which bears signatures of the men for payment in cash. I CERTIFY that I witnessed the payment of this roll and that prior to the signing of this certificate each man received the amount set opposite his name, with the exception of those men marked "Not paid," and those indicated to be paid by check.									
		\$	SIGNATURE OF OFFICER WITNESSING PAYMENT <i>Cesar M Santos</i>									
215215			TYPED NAME AND GRADE CESAR M. SANTOS, Captain									
214330		\$	NOTE.—This certificate will be signed only on the copy of the roll not receipted, and which constitutes the disbursing officer's retained voucher. I CERTIFY that this roll is a true copy of the roll upon which payment, witnessed by me, was made, excepting as to the signatures in the receipt column and the certificate as to witnessing the payment thereof.									
TRUST FUNDS			SIGNATURE OF OFFICER WITNESSING PAYMENT <i>Paul H. Y 049027</i>									
218930.1	\$		TYPED NAME AND GRADE Paul H. Y 049027									
218930.3			Army Exchange; Co. funds and collections Date paid by check on Treasurer, U. S.									
218930.6		\$	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">PAYEE</th> <th style="width: 20%;">CHECK No.</th> <th style="width: 20%;">AMOUNT</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	PAYEE	CHECK No.	AMOUNT						
PAYEE	CHECK No.	AMOUNT										
TOTAL COLLECTIONS			\$									
Army Exch.; Co. Fund; Etc. (paid by check)			\$									
Individuals (paid by check)			\$									
Paid by check			\$									
Paid by cash			\$									
TOTAL AMOUNT ACCOUNTED FOR			\$									
War Department Form No. 366 Revised Form prescribed by Comptroller General, U. S. December 7, 1944			Computation Payment (Check one or both if applicable)									
			By _____ (Agent Finance Officer)									

DATE OF ENLISTMENT (Induction or call to active duty)	Number of years service	NAMES PRESENT AND ABSENT BY GRADE AND COMPONENT (Names of dependents and, where applicable, determination of dependency to be noted as "Attached" or "Filed with Voucher No.")	SERIAL No.	ALLIEMENTS					COLLECTIONS		COLLECTIONS—(continued)			BALANCE PAID
				Month and year deducted	Class N	Class E	Class D	Class F	Class A pay reservations	Government fund	BASE Individual and Agencies PAY	QTR Soldiers Home ALL.	TO-TAL DEDUCT. C/N	
		SERGEANT												
15 Aug 45		SALCEDO, EMILIO AWOL: 29 Dec. '45 to 31 Dec. '45 - \checkmark 6.09	153261								46.07	10.83	56.91	56.91
		CORPORAL												
1 Sept 45		DUMLAO, RAFAEL	151825								37.00		37.00	37.00
7 Aug 45		GARINGAN, PORFERIO	152713								37.00	12.-	49.00	49.00
9 Aug 45		JOSE, MARCELINEO	152822								37.00	12.-	49.00	49.00
1 Sept 45		RILE APOLINARIO	151772								37.00	12.-	49.00	49.00
		PRIVATE FIRST CLASS												
24 Apr 45		ANDRADE, ULGARICO	122057								22.00		22.00	15.60
2 Mar 45		ORILLA, SALVADOR AWOL: 2 Jan. '46 to 5 Jan. '46 - \checkmark 5.93	009106								18.46	6.71	25.17	25.17
23 Sept 45		REGINO, BARTOLOME	225073								22.00		22.00	22.00
28 Jul 45		MARTINEZ, GAUDENCIO	152615								18.00	8.00	26.00	26.00
		END OF ROLL												
		TOTAL												

We hereby acknowledge receipt IN CASH of amounts in the column "Balance Paid" set opposite our respective names, and in case of payment of quarters allowances we certify that we (our dependents) actually occupied quarters at the addresses shown during the period for which allowed, and that during the current period for which allowances are claimed we have made contributions for the support of our dependents listed hereon at a rate approximately equal to the rate of contributions for the support of the same dependents as shown in affidavits and/or certificates herewith or heretofore submitted and that there has not been a material change in the status of dependents nor degree of dependency as stated therein.

1
2 *Emilio Salcedo*
3
4
5 *Rafael Dumlaos*
6
7 *Porferio Garingan*
8 *Apolinario Rile*
9
10 *Uldarico Andrade*
11 *Salvador Orilla*
12
13 *Bartolome Regino*
14 *Gaudencio Martinez*
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DECLASSIFIED
Authority *AW D883078*

Department of Finance

DATE OF ENLISTMENT (Induction or call to active duty)	Number of years service	NAMES, PRESENT AND ABSENT BY GRADE AND COMPONENT (Names of dependents and, where applicable, determination of dependency to be noted as "Attached" or "Filed with Voucher No.")	SERIAL No.	ALLOCATIONS				COLLECTIONS	
				Month and year deducted	Class N	Class E	Class D	Class F	Class A pay reservations
1									
2									
3									
4									
5									
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