

201.35 CONSOLIDATED PERSONAL DATA
FINANCE SERVICE PALAWAN SPECIAL BN
6TH MD

213

DECLASSIFIED
Authority NND 89 3078

187

CONSOLIDATED PERSONAL DATA OF EM

FINANCE SERVICE

(Organization)

Name, Grade & Branch of Ser.	Serial No.	Date & Place of Birth	Home Address	(a) Beneficiaries, (b) Persons to be notified in case of death or accident			Education of Qualifications	Military Qualifications	Specialty	Status prior to entry into the re-organization	Date enlisted (By Whom)	Authority for enlistment			Remarks
				NAME	Relationship	Address						Per. No.	SO No.	Issuing Hqs.	
1. Macular, Jorge		24 Dec. 21 Cuyo, Pol.	Cuyo, Pol.	(a) Marcelo Macular (b) Antonio Macular	(a) sister (b) father	Cuyo, Pol. "	High School Grad. & 1st Yr. College of Engineering	High Sch. Mil. Train 1 Yr. 1932	Computer	Civ.	1 June '43 Lt. V. Belen	7	80	CP.O Sp. En.	
2. Paz, Beltran Sgt. Finance Serv.		10 Oct. 25 Cuyo, Pol.	Cuyo, Pol.	(a) Faustina V. Paz (b) "	(a) wife (b) "	Cuyo, Pol. "	High Sch. Graduate 3rd Gr. Civil Service Exam	High Sch. Mil. Training	Clerk & Typist	Civ.	25 May '43 Lt. V. Colubias	7	80	CP.O Sp. En.	
3. Aurelio, Marcelina Pvt., Finance Serv.		20 Aug. 24 Cuyo, Pol.	Cuyo, Pol.	(a) Ines Abid (b) "	(a) mother (b) "	Cuyo, Pol. "		none	farmer	Civ.	10 Oct. '43 Lt. B. Garcia	7	80	CP.O Sp. En.	
4. Masbueno, Pablo, Pvt. Finance Service		5 July '19 Cuyo, Pol.	Cuyo, Pol.	(a) Alejandra Tabe (b) "	(a) wife (b) "	Cuyo, Pol. "	3rd Grade Primary	2 mos. Cadre Training	fisherman	Civ.	1 Sept. '43 Lt. B. Garcia	7	80	CP.O Sp. En.	
5. Oliveros, Dom. Mayor, Pvt. Finance Service		15 Dec. 16 Cuyo, Pol.	Cuyo, Pol.	(a) Macario Bolaso (b) "	(a) cousin (b) "	Cuyo, Pol. "	2nd Yr. High Sch. ICS Comm. Student	2 yrs. High Sch. Codes	Typist Clerk	Civ.	6 July '43 Lt. V. Colubias	7	80	CP.O Sp. En.	

24 April '44
(Date Submitted)

Juan Guachind
(Chief of Section or Unit Commander)

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Rabang Tomae

Taluto

We hereby certify that these are true and correct list of voters and residences who are qualified electors in the forthcoming election

G. L. ^{Lewis}
Inspector

[Signature]
W. Hadman

Rabang
Inspector

[Large handwritten scribble]
S. Dr.
S. Dr.
S. Dr.

DECLASSIFIED

Authority **MMDFB 3078**

FINANCE SER. PALAYVAN
SPL BN

Finance Service Pal. Sp. Bn. June '43.

DECLASSIFIED
Authority NND 887478

PAY ROLL

DECLASSIFIED
Authority AWD 883078

Vol. No. 6

PROTINCIAL Form No. 38(A)
(Revised November, 1929)

Sheet No. 1

....., the sums herein specified opposite our respective names, the same being in full
below, to the correctness of which we hereby severally certify.

MEMBER	AMOUNT PAID		SIGNATURE OF PAYEE	WITNESS TO SIGN OR ILLEGIBLE SIGNATURE	UNPAID AMOUNT DUE (Gr. C.)	REMARKS			
	(Dr. Cash A-1)	(Dr. A-2)							
14	15	16	17	18	19	20	21	22	23
1	50.00	50.00		<i>Juan L. Guardia</i>					
2	25.00	25.00		<i>Jose Acosta</i>					
3	15.00	15.00		<i>Francisco Tolosa</i>					
4		90.00							
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31									
32									
33									
34									
35									

790.00

Government Service Insurance Funds:
 13 (employee's share) P
 14 (employer's share)
 15 (total)
 P

(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.

Juan L. Guardia
 August 29, 1943
 BFO of Cor. Tol.

(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 only *790.00* pesos.

Juan L. Guardia
 August 29, 1943
 BFO of Cor. Tol. 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 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, planilla, 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 14, 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. Computation 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
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VICTOR GAMA—December 1- December 31, subsistence allowance per day	.50	15.50
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VICTOR GAMA—July 1-December 31, clothing allowance per year	40.00	20.00
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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 audit.

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 entered to column 22.

13. The Provincial Treasurer will take up in his cashbook, 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 loaned 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 office.

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 audit" where the system has not been installed in the municipality concerned.

IN CASE THIS PAY ROLL IS USED FOR EMPLOYEES INSURED IN THE GOVERNMENT SAVINGS 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 of 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-25. The total of certificate No. 5 will be charged to the proper "I" The second item will be a charge to the proper "I" as 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 Circular No. 476.

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PROVINCIAL FORM No. 38(A)

Voucher No. 6

Month of July, 1943

Finance Service Unit **PAY ROLL**

(Provincial or Municipal)

PAID BY

Juan F. Guardiano

Treasurer of BFO Sp. Br
Province of _____

ENTRIES

CLASSIFICATION	AMOUNT	
	DEBIT	CREDIT
<u>A-1</u>		<u>70 -</u>
TOTAL		

to carry

3700
3700
3700

RECORD OF AUDIT

Checked:

Computations by _____

Classifications by _____

To salary cards by _____

To Cash Book by _____

To Journal by _____

Reviewed by _____

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Authority 68-3078

Finance Service Pal. Sp. Bn. June '42.

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