

TOP ARMADA CEMENT CORPORATION
HUMAN RESOURCES AND ADMIN DEPARTMENT

EXPENSE REPORT

Nature of Activity: TEAM BUILDING 2024

Duration of Activity: FROM AUGUST 16, 2024 TO AUGUST 17, 2024

e-PR Number/s	Service Description	Remarks	Est. Cost.
e-PR-1365HR	TRAINING AND DEVELOPMENT	TEAM BUILDING 2024 FOR 30PAX VENUE AND ACCOMODATION - 19,200.00 ENVIRONMENTAL FEE - 600.00 FOOD (75/PAX) - 11,250.00 TRANSPORTATION - 20,000.00 ACTIVITIES - 3,900.00 TOTAL OF: 54,950.00	₱54,950.00
e-PR-1513HR	TRAINING AND DEVELOPMENT	TEAM BUILDING 2024: Additional 12 person and change location of team building from Bawan Batangas to Jalajala Rizal original EPR 1356 for 30pax only 690x12 - P8280 (Addtl accomodation) 150x 12 - P 1,800 (Addtl food) P1000 (Addtl transpo (7000 each van 3 vans in total) T= P 11,080.00	₱11,080.00

TOTAL CASH ON HAND ₱66,030.00

Requested By:

MARIA NIKKA COLEEN FELIZARDO
HR AND ADMIN MANAGER