



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : The Resident Manager
Gardens of Malasag Eco Tourism Village (GMETV)

FROM : The Assistant Chief Operating Officer
Assets Management Sector

SUBJECT : AUTHORITY TO DISBURSE

DATE : October 18, 2021

You are authorized to disburse from your operating fund the amount of **NINE THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY (P9,750.00)** as *Hazard Pay* for Ms. Ma. Carmela LV Marquez for the month of August 2021.

The amount shall be replenished in the next release of your operating fund.

The attached documents are for your reference.

- * Memo from Administrative Services Department
- * Time Record of Ms. Ma. Carmela LV Marquez for the month of June 2021
- * Summary of On-Site Duty of GMETV Personnel for the month of June 2021


JETRON NICOLAS F. LOZADA



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

MEMO TO : The Manager
Operations Department

FROM : The Manager
Human Resource Services Division

DATE : October 12, 2021

This is to request transfer of fund in the amount of **Nine Hundred Seven Fifty Pesos Only (P 9,750.00)** for **Ms. Ma. Carmela LV. Marquez**, of Gardens of Malasag Eco- Tourism Village.

	Aug. 1-15	Aug. 16-31	TOTAL	
MARQUEZ, MA. CARMELA	13.00	13.00	26.00	P 13,000.00
Less withholding tax:				3,250.00
Net Amount:				P 9,750.00


Josefina U. Soriano
JOSEFINA U. SORIANO

@Ezzy/bayrelli-dac
MELMOX/ramantolainem


GARDENS OF MALASAG ECO-TOURISM VILLAGE
SUMMARY OF ON-SITE DUTY
AUGUST 1-15, 2021 - ECQ
AUGUST 16-31, 2021 - MECQ

EMPLOYEE'S NAME		AUGUST 1-15, 2021	AUGUST 16-31, 2021	TOTAL
	REGULAR	No. of days on duty	No. of days on duty	
1	MARQUEZ, MA. CARMELA LV.	15 / 13	16 / 13	31 (26)
2	POLINAR, CHARISSA MAE C.	8	9	17
3	QUIJADA, ARCELI DOLOROSA C.	13	11	24
4	SALAAN, EDEN V.	9	11	20
5	SIBI, JULIET L.	1	11	12
JOB ORDER				
1	ABARQUEZ, CARLO EMMANUEL L.	5	11	16
2	AMANDY, ALDREN C.	5	6	11
3	ARTAJO, BERNARD S.	5	6	11
4	ARTAJO, ROMEL S.	5	6	11
5	BALANBAN, VILMA L.	5	6	11
6	BANAAG, FE D.	5	6	11
7	FABRE, JOSELITO D.	11	12	23
8	GABAO, NORITA I.	5	6	11
9	GENERALE, JOHNREY R.	5	6	11
10	JAMACA, LITO C.	5	6	11
11	JARAUOLA, TEODORA C.	5	6	11
12	JEMINIA, ALVEN S.	5	6	11
13	LABADAN, JOSEPH A.	5	6	11
14	LABININAY, JERRY C.	5	6	11
15	LALOCAN, MARIO M.	5	6	11
16	MALIN, VIRGILIO E.	5	6	11
17	MONTALBA, JOVENCIO L.	5	6	11
18	NAVARRO, SAMMY J.	5	6	11
19	NILLES, LAMBERTO JR. P.	5	6	11
20	PINAGAWA, SARAWAGAN A.	5	6	11
21	RABADON, AMIE E.	10	12	22
22	SAGIRON, MERCY A.	5	6	11
23	SALAHAG, MERYDITH L.	5	6	11
24	SALMORO, RICKY F.	5	6	11
25	SAQUILABON, EMY H.	5	6	11
26	SUMONDA, REMEDIOS S.	5	4	9
27	TABIAN, VANESSA U.	5	6	11
28	TORCENDE, ANTONIO L.	5	6	11
29	UGYAB, JOBERT D.	5	6	11

Certified Correct:


 CHARISSA MAE C. POLINAR
 CCO/Personnel

Noted:


 MA. CARMELA LV. MARQUEZ
 Resident Manager



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

Gardens Malasag
Eco Tourism Village
Malasag, Cugman,
Cagayan de Oro City

0917-896-8873
cagayandecofmalasag@gmail.com
www.tieza.gov.ph

**TIME RECORD
(For Officers Only)**

I hereby certify that I have rendered services regularly for the month
of **AUGUST, 2021** except on the following dates indicated:

CHARGEABLE AGAINST

DATE	SICK LEAVE	VACATION LEAVE
NONE	NONE	NONE

1720/ MA. CARMELA LV. MARQUEZ

I.D. No./Name and Signature

NOTED:


MARIA TERESA C. ALVAREZ
Manager
Operations Department