

Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR

ATTY. KAREN MAE G. SARINAS-BAYDO

ACOO, TEZ Management Sector

FROM

HERNANDO A. ENAL

Manager TEZ Assistance and Monitoring Department

SUBJECT

Request for Job Order Personnel Salary Increase

DATE

4 March 2021

Relative to our endorsement of the documentary requirement for the renewal/rehiring of Job Order Personnel of TEZ Assistance and Monitoring Department (TAMD), we respectfully request for an increase in the daily wage rate of Mr. Marron Tacapan, a job order personnel assigned in the TAMD Head Office, whose daily rate is PHP 720.77 inclusive of 20% premium pay.

In consideration to the satisfactory performance by Mr. Tacapan and the frequency of his scheduled reporting in the office as TAMD's main frontline staff, we therefore recommend the increase in his current daily rate. Likewise, Mr. Tacapan shall undertake the following tasks:

- 1. Assists in the preparation and documentation of departmental activities;
- 2. Assists the TAMD Manager in filing of records and routing of documents;
- 3. Drafts memoranda for internal and external communications;
- 4. Serves as the Coordinator for Mt. Samat and San Vicente Flagship TEZ;
- 5. Facilitates endorsement of documents via the Online Document Management System
- 6. Sends communication e-mails to TAMD Head Office and Flagship TEZ Offices;
- 7. Acts as Contact Person to receive documents sent via courier from Mt. Samat and San Vicente FTEZ Offices:
- 8. Assists in the maintenance of the TAMD Filing System and digitalization of incoming and outgoing files;
- 9. Coordinates with other Divisions/Departments for inquiries and follow-ups as deemed
- 10. Performs other related tasks assigned by the Immediate Supervisor.

For your consideration.

Thank you.











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Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR

ATTY, KAREN MAE G. SARINAS-BAYDO

ACOO, TEZ Management Sector

FROM:

HERNANDO A. ENAL

Manager, TEZ Assistance and Monitoring Department

SUBJECT:

Rehiring of Job Order for the period of March 01 to June 30, 2021

DATE

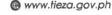
4 March 2021

Relative to the Memorandum from the Manager of Administrative Services Department dated last 16 February 2021 with regards to the above subject, we respectfully submit to you the documentary requirement of Mr. Marron Tacapan and Ms. Fe Jane Cayao for the renewal/rehiring of Job Order Personnel in TEZ Assistance and Monitoring Department. For your reference, we have listed the duties and responsibilities of each personnel.

NAME	RATE PER DAY W/ 20% PREMIUM PAY	TASKS
Cayao, Fe Jane A.	P 603.71	Maintains the daily cleanliness of the office premises including furniture and fixture;
		Washes and dries curtains and doormats;
		Washes the dishes and conducts regular inventory of the kitchen utensils;
		4. Takes care of the indoor and outdoor plants and conducts proper disposal of solid waste;
		5. Reports any damaged/leakage on pipes, water and toilet facilities, electrical installation and an damaged furniture

 ⁶th & 7th Floors Tower 1 Double Dragon Plaza, Double Dragon Meridian Park,
Macapagal Avenue corner EDSA Extension, 1302, Bay Area, Pasay City, Philippines











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			and fixture that needs immediate
			repair;
		6.	Prepares Purchase
			Request for janitorial
			materials and
			conducts regular
			inventory of the same;
			performs any other
			tasks that may be
			assigned by the
			supervisor.
Tacapan, Marron	P 720.77	1.	Assists in the
l'acapan, Marron	1 / 20.7 /	1	preparation and
			documentation of
			department activities;
		2.	
		۷.	
			in filing of records,
			and routes
			documents;
		3.	AND THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TO THE PERSON NAMED IN COLU
			Coordinator of Mt.
			Samat and San
			Vicente Flagship TEZ;
		4.	Receiving of
			documents via
			courier from Mt.
			Samat and San
			Vicente FTEZ;
		5.	Sending of
			communication e-
			mails to TAMD and
			Flagship TEZs;
		6.	Draft memoranda for
			internal and external
			communications;
		7.	Performs other
			related tasks assigned
			by the immediate
			supervisor.

For your consideration.

Thank you.



