



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority
Memorandum

FOR : The Manager, ADSD

FROM : The Manager, COPD

SUBJECT : ECQ SWF _ Special Duty Order_ August 9-19, 2021

DATE : 2 August 2021

In compliance with the Memorandum on Work Protocol Guidelines dated 30 July 2021, please find below the list of CORPLAN officers and Staff/Job Orders who shall be on Skeleton Workforce (SWF) and be issued corresponding Special Duty Orders (SDOs):

Name	August 9/16	August 10/17	August 11/18	August 12/19
SPD				
Joyce Ann S. Azurin	X	X	X	X
Belinda D. Laranas	-	X	-	-
Evelyn A. Del Rosario	-	-	X	-
Frances Desiree E. Eleemos	-	-	-	X
Sherryl M. Dalida	X	-	-	-
Paquito D. Lagrosas, Jr.	-	-	-	X
MED				
Jose T. Bechayda, Jr.	-	-	-	X
Elaine P. Dizon	X	-	-	-
Mikhael Bryan G. Caluya	-	-	-	X
Melody R. Lejano	-	X	-	-
Ma. Kristina E. Salon	-	-	-	-
May Anne B. Abana	-	-	X	-
Alex Travis Allan	-	-	-	X
Gerardo S. Arcangel III	X	-	-	-
Office of the COPD Manager				
Francis Randy Hortelano	X	X	X	X
Jose R. Rollo	X	X	X	X
Margarita Flororita	-	X	-	-

For information and consideration please. Thank you!


FRANCIS RANDY J. HORTELANO
Department Manager

Approved by:


FOR: **MARK T. LAPID**
Chief Operating Officer