



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : JOSEFINA U. SORIANO
Manager, Human Resource Services Division
Administrative Services Department

THRU : ATTY. MARIA TERESA C. ALVAREZ
Manager, Operation Department

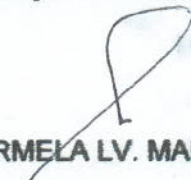
FROM : RESIDENT MANAGER
Gardens of Malasag Eco Tourism Village

SUBJECT : MONETIZATION

DATE : NOVEMBER 03, 2021

This is to request for 10 days vacation leave credits monetization of (1) regular employee of GMETV, Ms. Juliet L. Sibi, Special Disbursing Officer.

Hoping for your kind consideration and approval.


MA. CARMELA LV. MARQUEZ
Resident Manager





TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
GARDENS OF MALASAG ECO-TOURISM VILLAGE



PAYROLL MONETIZATION

	NAME	BASIC	MONETIZATION # DAYS	MONETIZATION FACTOR	TOTAL	SIGNATURE	
1	SIBI, JULIET L.	23,510.00	10.00	0.0481927	11,330.10		1
		23,510.00			11,330.10		

I hereby certify on my oath
that this payroll is correct &
services had been rendered
as stated.


CHARISSA MAE C. POLINAR
Personnel Officer

Approved for payment

MA. CARMELA LV. MARQUEZ
Resident Manager

I certify on my oath that I had
paid to each employee whose
names appears on the above
having signed or marked their
names.

Juliet L. Sibi
Special Disbursing Officer



Republic of the Philippines
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Tower 1 Double Dragon Plaza, EDSA Extension, Pasay City

Stamp of Date of Receipt

APPLICATION FOR LEAVE

1. OFFICE/DEPARTMENT	2. NAME : (Last)	(First)	(Middle)
OPERATION DEPARTMENT	SIBI, JULIET LABININAY		
3. DATE OF FILING	4. POSITION	5. SALARY	
NOVEMBER 03, 2021	CASHIER C	₱ 23510	

6. DETAILS OF APPLICATION

6.A TYPE OF LEAVE TO BE AVAILED OF

- ☐ Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)
- ☐ Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1996, as amended)
- ☐ Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Solo Parent Leave (R.A. No. 8972 / CSC MC No. 8, s. 2004)
- ☐ Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ 10-Day VAWC Leave (R.A. No. 9262 / CSC MC No. 15, s. 2006)
- ☐ Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)
- ☐ Special Leave Benefits for Women (R.A. No. 9710 / CSC MC No. 25, s. 2010)
- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others:

MONETIZATION

6.B DETAILS OF LEAVE

In case of Vacation/Special Privilege Leave:

- ☐ Within the Philippines _____
- ☐ Abroad (Specify) _____

In case of Sick Leave:

- ☐ In Hospital (Specify illness) _____
- ☐ Out Patient (Specify illness) _____

In case of Special Leave Benefits for Women:
(Specify illness) _____

In case of Study Leave:

- ☐ Completion of Master's Degree
- ☐ BAR/Board Examination Review

Other purpose:

- ☒ Monetization of Leave Credits
- ☐ Terminal Leave

6.C NUMBER OF WORKING DAYS APPLIED FOR

10 DAYS

INCLUSIVE DATES

6.D COMMUTATION

- ☐ Not Requested
- ☐ Requested

(Signature of Applicant)

7. DETAILS OF ACTION ON APPLICATION

7.A CERTIFICATION OF LEAVE CREDITS

As:

	Vacation Leave	Sick Leave
Total Earned		
Less this application		
Balance		

ABIGAIL R. PERCELA

HRM Officer V, Human Resource Services Division

7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to _____

(Department Head)

7.C APPROVED FOR:

- _____ days with pay
- _____ days without pay
- _____ others (Specify)

7.D DISAPPROVED DUE TO:

JOSEFINA U. SORIANO
Manager, Human Resource Services Division
Administrative Services Department