



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 : September 1, 2021

You are authorized to disburse from your operating fund the amount of **THIRTEEN THOUSAND PESOS (₱13,000.00)** as *Hazard Pay* for Ms. Ma. Carmela LV Marquez for the month of June 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. DOZADA



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMO FOR : The Manager
Operations Department

FROM : The Manager
Administrative Services Department

SUBJECT : *Hazard Pay Payroll- June 1-30, 2021*

DATE : August 26, 2021

This is to request transfer of fund in the amount of **Thirteen Thousand Pesos Only (P13,000.00)** for **Ms. Ma. Carmela LV. Marquez**, of Gardens of Malasag Eco-Tourism Village, with the following corrections.

No. of Days	
FROM	TO
30 Working Days	26 Working Days


ROSANNA M. OLGADO



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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

(+63) 917-896-8873
tiezagardensofmalasag@gmail.com
www.tieza.gov.ph

**TIME RECORD
(For Officers Only)**

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

CHARGEABLE AGAINST

DATE	SICK LEAVE	VACATION LEAVE
NONE	NONE	NONE
	26 days only	

1720/ MA. CARMELA LV. MARQUEZ

I.D. No./Name and Signature

NOTED:

Maria Teresa C. Alvarez

MARIA TERESA C. ALVAREZ
Manager
Operations Department

RECEIVED
JUL 06 2021
[Signature]

GARDENS OF MALASAG ECO-TOURISM VILLAGE
SUMMARY OF ON-SITE DUTY DURING MECQ
JUNE 1-30, 2021

EMPLOYEE'S NAME		JUNE 1-15, 2021 No. of days on duty	JUNE 16-30, 2021 No. of days on duty	TOTAL
REGULAR				
1	MARQUEZ, MA. CARMELA LV.	15	15	30 <i>26 days</i>
2	POLINAR, CHARISSA MAE C.	3	9	12
3	QUIJADA, ARCELI DOLOROSA C.	12	10	22
4	SALAAN, EDEN V.	2	11	13
5	SIBI, JULIET L.	7	11	18
JOB ORDER				
1	ABARQUEZ, CARLO EMMANUEL L.	4	10	14
2	AMANDY, ALDREN C.	1	6	7
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.	0	6	6
7	FABRE, JOSELITO D.	11	11	22
8	GABAO, NORITA I.	5	6	11
9	GENERALE, JOHNREY R.	0	6	6
10	JAMACA, LITO C.	5	6	11
11	JARAULA, TEODORA C.	0	6	6
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	0	5
17	MONTALBA, JOVENCIO L.	5	6	11
18	NAVARRO, SAMMY J.	5	6	11
19	NILLES, LAMBERTO JR. P.	0	6	6
20	PINAGAWA, SARAWAGAN A.	5	6	11
21	RABADON, AMIE E.	11	11	22
22	SAGIRON, MERCY A.	5	6	11
23	SALAHAG, MERYDITH L.	5	6	11
24	SALMORO, RICKY F.	1	6	7
25	SAQUILABON, EMY H.	0	6	6
26	SUMONDA, REMEDIOS S.	5	6	11
27	TABIAN, VANESSA U.	0	6	6
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

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 Resident Manager