



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**TO :** The Resident Manager  
Zamboanga Golf Course and Beach Park (ZGCBP)

**FROM :** The Assistant Chief Operating Officer  
Assets Management Sector

**SUBJECT :** AUTHORITY TO DISBURSE

**DATE :** July 27, 2021

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You are authorized to disburse from your operating fund the amount of **FORTY ONE THOUSAND FOUR HUNDRED SEVEN Pesos Only & 84/100 (P41,407.84)** as *Monetization of Vacation Leave Credits* for **Ms. Ellan Rheanne D. Alanano** as of June 2021.

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

The attached documents are for your reference.

- Memorandum from Human Resource Services Division
- Application For Leave
- Request Letter of Ms. Ellan Rheanne D. Alanano

**JETRO 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 :** July 21, 2021

This is to request transfer of fund in the amount of Forty One Thousand Four Hundred Seven Pesos and 84/100 (**₱41,407.84**) of Ms. Eilan Rheanne D. Alanano of Zamboanga Golf Course and Beach Park (ZGCBP), representing Monetization of leave credits as of June 2021

*Josefin U. Soriano*  
**JOSEFINA U. SORIANO**

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MEMOS/transmittalmem



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

07 July 2021

**HON. MARK T. LAPID**  
Chief Operating Officer  
Tourism Infrastructure & Enterprise Zone Authority  
Double Dragon Plaza DD Meridian Park  
Pasay City

Thru: **DR. ROSANNA M. OLGADO**  
Manager, Administrative Services Department

Dear Sir,

Good day!

I have the honour to apply for 40% monetization of my accumulated vacation and sick leave credits.

This application is being filed for the minor repair of our house.

Anticipating your favourable consideration.

Sincerely yours,

**ELLAN RHEANNE D. ALANANO**  
Cashier C  
OPED-ZGCBP

Recommending Approval:

**ATTY. MARIA TERESA C. ALVAREZ**  
Operations Manager

Approved by:

**MARK T. LAPID**  
Chief Operating Officer



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

07 July 2021

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Good day!

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Recommending Approval:

  
**ATTY. MARIA TERESA C. ALVAREZ**  
Operations Manager

Approved by:

  
**MARK T. LAPID**  
Chief Operating Officer

6th & 7th Floors, Tower 1, Double Dragon Plaza, Double Dragon Meridian Park  
Macapagal Avenue corner EDSA Extension, Bay Area, Pasay City 1302, Philippines  
(+632) 8249-5900 to 79 [www.tieza.gov.ph](http://www.tieza.gov.ph) @TIEZAofficial



37 x . 0481927 x 23,222.00

41,407.84





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 <b>ZGCBP</b>	2. NAME : (Last) (First) (Middle) <b>ALANANO ELLAN RHEANNE DUMDUM</b>	
3. DATE OF FILING <b>07/07/2021</b>	4. POSITION <b>CASHIER C</b>	5. SALARY <b>₱ 23,222.00</b>

### 6. DETAILS OF APPLICATION

<p>6.A TYPE OF LEAVE TO BE AVAILED OF</p> <p><input type="checkbox"/> Vacation Leave (Sec. 51, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Mandatory/Forced Leave (Sec. 25, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Sick Leave (Sec. 43, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Maternity Leave (R.A. No. 11210 / IRR issued by CSC, DOLE and SSS)</p> <p><input type="checkbox"/> Paternity Leave (R.A. No. 8187 / CSC MC No. 71, s. 1998, as amended)</p> <p><input type="checkbox"/> Special Privilege Leave (Sec. 21, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Solo Parent Leave (RA No. 8972 / CSC MC No. 8, s. 2004)</p> <p><input type="checkbox"/> Study Leave (Sec. 68, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> 10-Day VAWC Leave (RA No. 9262 / CSC MC No. 15, s. 2005)</p> <p><input type="checkbox"/> Rehabilitation Privilege (Sec. 55, Rule XVI, Omnibus Rules Implementing E.O. No. 292)</p> <p><input type="checkbox"/> Special Leave Benefits for Women (RA No. 9710 / CSC MC No. 25, s. 2010)</p> <p><input type="checkbox"/> Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)</p> <p><input type="checkbox"/> Adoption Leave (R.A. No. 8552)</p> <p>Others: _____</p>	<p>6.B DETAILS OF LEAVE</p> <p><i>In case of Vacation/Special Privilege Leave:</i></p> <p><input type="checkbox"/> Within the Philippines _____</p> <p><input type="checkbox"/> Abroad (Specify) _____</p> <p><i>In case of Sick Leave:</i></p> <p><input type="checkbox"/> In Hospital (Specify Illness) _____</p> <p><input type="checkbox"/> Out Patient (Specify Illness) _____</p> <p><i>In case of Special Leave Benefits for Women:</i></p> <p>(Specify Illness) _____</p> <p><i>In case of Study Leave:</i></p> <p><input type="checkbox"/> Completion of Master's Degree</p> <p><input type="checkbox"/> BAR/Board Examination Review</p> <p><i>Other purpose:</i></p> <p><input checked="" type="checkbox"/> Monetization of Leave Credits</p> <p><input type="checkbox"/> Terminal Leave</p>
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<p>6.C NUMBER OF WORKING DAYS APPLIED FOR</p> <p><b>38 DAYS 37</b> _____</p> <p>INCLUSIVE DATES _____</p>	<p>6.D COMMUTATION</p> <p><input type="checkbox"/> Not Requested</p> <p><input checked="" type="checkbox"/> Requested</p> <p style="text-align: right;"><b>ELLAN RHEANNE D. ALANANO</b> (Signature of Applicant)</p>
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### 7. DETAILS OF ACTION ON APPLICATION

<p>7.A CERTIFICATION OF LEAVE CREDITS</p> <p>As of <b>June 2021</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Vacation Leave</th> <th>Sick Leave</th> </tr> </thead> <tbody> <tr> <td>Total Earned</td> <td>40.084</td> <td>53.042</td> </tr> <tr> <td>Less this application</td> <td>16</td> <td>21</td> </tr> <tr> <td>Balance</td> <td>24.084</td> <td>32.042</td> </tr> </tbody> </table> <p style="text-align: center;"><b>ABIGAIL R. PERCELA</b> HRM Officer V, Human Resource Services Division</p>		Vacation Leave	Sick Leave	Total Earned	40.084	53.042	Less this application	16	21	Balance	24.084	32.042	<p>7.B RECOMMENDATION</p> <p><input type="checkbox"/> For approval</p> <p><input type="checkbox"/> For disapproval due to _____</p> <p style="text-align: right;"><b>MAGDARA A. SARIP</b> Resident Manager</p>
	Vacation Leave	Sick Leave											
Total Earned	40.084	53.042											
Less this application	16	21											
Balance	24.084	32.042											

<p>7.C APPROVED FOR:</p> <p><b>37</b> days with pay</p> <p>_____ days without pay</p> <p>_____ others (Specify)</p> <p style="text-align: center;"><b>JOSEFINA U. SORIANO</b> Manager, Human Resource Services Division Administrative Services Department</p>	<p>7.D DISAPPROVED DUE TO:</p>
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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 <b>ZGCBP</b>	2. NAME : (Last) <b>ALANANO</b>	(First) <b>ELLAN RHEANNE</b> (Middle) <b>DUMDUM</b>
3. DATE OF FILING <b>07/07/2021</b>	4. POSITION <b>CASHIER C</b>	5. SALARY <b>₱ 23,222.00</b>

### 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)
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- ☐ Special Emergency (Calamity) Leave (CSC MC No. 2, s. 2012, as amended)
- ☐ Adoption Leave (R.A. No. 8552)

Others: \_\_\_\_\_

#### 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

**38 DAYS**

INCLUSIVE DATES

#### 6.D COMMUTATION

- ☐ Not Requested
- ☒ Requested

**ELLAN RHEANNE D. ALANANO**  
(Signature of Applicant)

### 7. DETAILS OF ACTION ON APPLICATION

#### 7.A CERTIFICATION OF LEAVE CREDITS

As of **June 2021**

	Vacation Leave	Sick Leave
Total Earned	40.084	53.042
Less this application	16	21
Balance	24.084	32.042

**ABIGAIL R. PERCÉLA**

HRM Officer V, Human Resource Services Division

#### 7.B RECOMMENDATION

- ☐ For approval
- ☐ For disapproval due to \_\_\_\_\_

**MAGBARRA A. SARIP**  
Resident Manager

#### 7.C APPROVED FOR:

**37** days with pay  
\_\_\_\_\_ days without pay  
\_\_\_\_\_ others (Specify)

#### 7.D DISAPPROVED DUE TO:

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