

	1. Acangan, Michelle A.	NÁME
	1. Accepts payment and issues official receipt at the Front Office 2. Enters/computes guests' bills to folios, food checks and sales from other revenue sources into the HMS. 3. Attends to guests promptly on settlement of bills/charges and prepares daily cash remittance report. 4. Acts as alternate Front Desk Clerk 5. Performs other related tasks.	TO UNDERTAKE THE FOLLOWING TASK
	₽720.77	RATE/DAY W/ 20% PrPy
	March 01, 2021	PER EMPL FROM
	June 30, 2021	PERIOD OF EMPLOYMENT TO
	Maintenance and Other Operating Expenses	FUNDING/ CHARGES
	Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
7		ACKNOWLEDGMENT

The said job of der shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this job Urder for lack of funds of when their services are not longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of LGU's of consanguinity to the: 1) hiring authority and/or 2) representatives of the hiring agency, that he/she has not been previously dismissed from government service, by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered or will never be accredited as government service. And that he/she agrees to undergo pie-employment drug as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TIEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.



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the said job order shall automatically conse	2. Aguian, Joan L.	THE REPORT OF THE PARTY OF THE	NAME
The field of history from the property of the contract of the contract of the characteristic between the property of the prope	 Wash, dry and iron linens and clothing by hand or washing machine Perform other duties that may be assigned from time to time. 	A CONTRACTOR OF THE PROPERTY O	TO UNDERTAKE THE FOLLOWING TASK
iros of anice at all o	₽603.71	PrPy	RATE/DAY W/ 20%
The shows pamad o	March 01, 2021	FROM	PER
an he terminated prior	June 30, 2021	TO	PERIOD OF EMPLOYMENT
the the construction of this t	Maintenance and Other Operating Expenses		FUNDING/ CHARGES
L D. J. S. J. J. S. G. J.	Banaue Hotel and Youth Hostel		OFFICE ASSIGNMENT
	Ѐ,		ACKNOWLEDGMENT

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						3. Akiate, Edwin Elizur R.		NAME
4. Performs other related tasks.	3. Act as Maintenance Personnel	maintenance of the Hotel	2. In-charge of the management and	software.	of the hotel's computer hardware and	1. Programs and do regular maintenance		TO UNDERTAKE THE FOLLOWING TASK
						₽641.51	PrPy	RATE/DAY W/20%
					01, 2021	March	FROM	PER EMPL
					2021	June 30,	TO	PERIOD OF EMPLOYMENT
			Expenses	Operating	and Other	Maintenance		FUNDING/ CHARGES
				Youth Hostel	and	Banaue Hotel		OFFICE ASSIGNMENT
				4		P		ACKNOWLEDGMENT

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4. Alindayo, Marilou D.	NAME
 Supervises operations on housekeeping and prepares schedules of Housekeepers. Conducts daily inspection of areas of responsibility especially in guests' room. Cleans and prepares all guests rooms according to hotel and hostel standards. Perform other duties that may be assigned from time to time. 	TO UNDERTAKE THE FOLLOWING TASK
1 679.96	RATE/DAY W/ 20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
Alders	ACKNOWLEDGMENT

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J.	Banaue Hotel and Youth Hostel	Maintenance and Other Operating Expenses	June 30, 2021	March 01, 2021	1 603.71	 Cleans and prepares all guests rooms according to hotel and hostel standards. Perform other duties that may be assigned from time to time. 	5. Ambøjnon, Raffy H.
			TO	FROM	PrPy		
ACKNOWLEDGMENT	OFFICE AC	FUNDING/ CHARGES	PERIOD OF EMPLOYMENT	PER EMPL	RATE/DAY W/20%	TO UNDERTAKE THE FOLLOWING TASK	NAME

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6. Atolba, Orville I.	NAME
1. Supervises and coordinates cooking/ kitchen activities with the food production staff considering the food cost, variety and cycle of menus, palatability and presentation of food and utilization of left overs 2. Prepares and cooks food of all type either on a regular basis or functions with conformity to the set standards and specifications. 3. Monitors the inventory and stock control of food equipment, supplies and ingredients and ensures its availability from time to time. 4. Prepares schedule of cook and other kitchen personnel and performs other related tasks.	TO UNDERTAKE THE FOLLOWING TASK
₽764.02	RATE/DAY W/ 20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE
	ACKNOWLEDGMENT

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7. Attaban, Leticia A.	NAME
 Does stewarding and dishwashing services. Assists in the cleaning and maintenance of orderliness of the stewarding and dishwashing area. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
₽603.71	RATE/DAY W/ 20% PrPy
March 01, 2021	PERI EMPLO FROM
June-30, -2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
Adopan	OFFICE ACKNOWLEDGMENT

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8. Bahni, Mary Jane P.	NAME
 Undertake the production of baked products for breakfast, snacks and dessert. Bake bread, cakes, pastries and pies. Checks stocks and supplies of the pantry and reports to supervisor for purchase request, Monitors daily consumption of fruits, baked items and salad dressings. Prepares sandwiches, cocktail foods and dessert items Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
1 679.96	RATE/DAY W/20% PrPy
Márch 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
	ACKNOWLEDGMENT

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			9. Balanhi, Belmonte I	***************************************	NAME
functions. 4. Maintain cleanliness of the dining area. 5. Performs other related tasks.	3. Reviews the daily menu specials and takes charge in the preparation of the dining for reservations and booked	2. Organizes and direct the activities of service personnel at the dining, bar	1. Supervise all waiters		TO UNDERTAKE THE FOLLOWING TASK
			₽720.77	PrPy	RATE/DAY W/ 20%
		01, 2021	March	FROM	PERI EMPLO
		2021	June 30,	TO	PERIOD OF EMPLOYMENT
	səknadva	and Other Operating	Maintenance		FUNDING/ CHARGES
		and Youth Hostel	Banaue Hotel		OFFICE
	***	Q)		OFFICE ACKNOWLEDGMENT

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10. Balitang, Delia L.	NAME
 Cooks, prepares food for ala carte and function. Maintains food portion control and Chops and apportions meats and fish following established serving portion, properly arranging them in freezers for easy retrieval. Maintains food portion control and cleanliness of Kitchen area. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
1 679.96	RATE/DAY W/20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE
	ACKNOWLEDGMENT

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11. Bautista, Adeline M.	NAME
 Undertake the production of baked products for breakfast, snacks and dessert. Bake bread, cakes, pastries and pies. Checks stocks and supplies of the pantry and reports to supervisor for purchase request, Monitors daily consumption of fruits, baked items and salad dressings. Prepares sandwiches, cocktail foods and dessert items Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
1 603.71	RATE/DAY W/20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE
	ACKNOWLEDGMENT

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12. Bayninan, Rosemarie D.	NAME
12. Bayninan, Rosemarie D. 1. Maintains, updates list of employees, work schedule 2. Monitors absences and tardiness 3. Encodes memoranda/communications and reports/ re-hiring of employees. 4. Files DTR of all employees, memorandum and other various documents 5. Maintains and safe keeps an orderly filing system 6. Performs other related tasks.	TO UNDERTAKE THE FOLLOWING TASK
₽720:77	RATE/DAY W/ 20% PrPy
March 01, 2021	PERI EMPLO
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
	OFFICE ASSIGNMENT ACKNOWLEDGMENT

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	13. Beh-ag, Byrinne I.	NAME
5. Performs other related tasks	 Cooks main dish order by the guest. Chop and apportions meats and fishes. Maintains proper storage of the precooked stuff to avoid spoilage. Undertakes daily cleaning of work. 	TO UNDERTAKE THE FOLLOWING TASK
	₽679.96	RATE/DAY W/20% PrPy
	March 01, 2021	PERI EMPLO FROM
	June 30, 2021	PERIOD OF EMPLOYMENT OM TO
	Maintenance and Other Operating Expenses	FUNDING/ .CHARGES
	Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
		ACKNOWLEDGMENT

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14. Bolhayon, Preciou	Z
lhayon, Precious Joy C.	NAME
 Receives payment and issues of food check and official receipt. Prepares daily collection report, cash remittance report and turn over sheet of accountable forms and change funds. Forward any unpaid bills to the Front Office and maintain cleanliness of cashier's booth. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
1 720.77	RATE/DAY W/20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE
A C	AÇKNOWLEDGMENT

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		15. Bumanghat, Aesale G.		NAME
,A		മ് റ ''		ᅺ
4. Performs other related tasks.	 Standards. Takes charge in the preparation of the dining for reservation and booked function. Maintain cleanliness of the dining area. 	1. Present Menu and takes order from customers and sets tables in accordance with laid down	VARIABLE TO THE TOTAL THE TAXABLE PARTY OF TAXABLE P	TO UNDERTAKE THE FOLLOWING TASK
		₽720.77	PrPy	RATE/DAY W/20%
		March 01, 2021	FROM	PERIOD OF EMPLOYMENT
		June 30, 2021	ТО	PERIOD OF
	expenses	Maintenance and Other Operating		FUNDING/ CHARGES
		Banaue Hotel and Youth Hostel		OFFICE ASSIGNMENT
	,	7		ACKNOWLEDGMENT

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	·—		
16. Bunat, Zayda Kate B.			NAME
 Present Menu and takes order from customers and sets tables in accordance with laid down standards. Takes charge in the preparation of the dining for reservation and booked function. Maintain cleanliness of the dining area. Performs other related tasks. 	THE PROPERTY OF THE PROPERTY O	TASK	TO UNDERTAKE THE FOLLOWING
,2 641.51	PrPy	W/20%	RATE/DAY
March 01, 2021	FROM	EMPLO	PER
June 30, 2021	70	EMPLOYMENT	ERIOD OF
Maintenance and Other Operating Expenses		CHARGES	FUNDING/
Banaue Hotel and Youth Hostel		ASSIGNMENT	OFFICE
		ASSIGNMENT ACKNOWLEDGMENT	

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			·
		17. Bunnat, Mark B.	NAME
kitchen properly. 4. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. 5. Performs other related tasks.	orderliness of the area. 2. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. 3. Operates the generator set during brownouts, inspect lighting system	Undertakes carpentry and wood works of the hotel and maintains	TO UNDERTAKE THE FOLLOWING. TASK
		₽641.51	RATE/DAY W/20% PrPy
		March 01, 2021	PERI EMPLO FROM
		June 30, 2021	PERIOD OF EMPLOYMENT OM TO
	Operating Expenses	Maintenance and Other	FUNDING/ CHARGES
	Youth Hostel	Banaue Hotel and	OFFICE ASSIGNMENT
			ACKNOWLEDGMENT

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ck of funds or whe	ob Orden for lac	The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this job Order for lack of funds or when their services are no	an be terminated prior t	fithe shove-numed r	vices of any or all of	The early in his order shall automatically reason man its expression as stinulated above, makes the services of any or all of the above named can be terminated prior to the expiration of this lob Order for lack of funds or when their services are no	The said iob order shall automatically cease up
= e	Banaue Hotel and Youth Hostel	Maintenance and Other Operating Expenses	June 30, 2021	March 01, 2021	₽603.71	 Cleans and prepares all guest rooms according to hotel and hostel standards. Performs other related tasks. 	18. Buyagawan, Jenny D.
			ТО	FROM	PrPy		
·	ASSIGNMENT	FUNDING/ CHARGES	PERIOD OF EMPLOYMENT	PERI EMPL	RATE/DAY W/ 20%	TO UNDERTAKE THE FOLLOWING TASK	NAME

previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services fendered, hereinder is not considered or will hever be accredited as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and geneval of contract, that he/she agrees to abide by the TIEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.



19. Camhit, Allan B.	NAME
1. Undertakes carpe works of the hote orderliness of the orderliness of the conderliness of the loes repairs on the renovations included electrical and made of vehicle to main condition and do serious other responses of the loes transport particle to main condition and do serious other responses of the loes transport particle to main condition and do serious other responses of the loss of vehicle to main condition and do serious other responses of the loss of vehicle to main condition and do serious other responses of the loss of vehicle to main condition and do serious of vehicle to main condition and do serious other responses of the loss of th	TO UNDE
 Unidertakes carpentry and wood works of the hotel and maintains orderliness of the area. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. Operates the generator set during brownouts, inspect lighting system and disposes all garbage of the kitchen properly. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
p 641.51	RATE/DAY W/:20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE
	ACKNOWLEDGMENT

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NAME	20. Catbagan, Leonardo D.
TO UNDERTAKE THE FOLLOWING TASK	1. Supervises the stock clerk and receiving clerk. And Check the restaurant and bar and checks on daily control of food and beverages outlets in terms of wastage, pilferage and efficiency. 2. Participate during the monthly inventory of stockroom 3. Check and ensure all menu items have a recipe and responsible to maintain the Menu Pricing, Consumption and POS systems. 4. Prepare the daily and monthly cost report per department in relation to cost of sales. 5. Checks the cost of sales in all F & B outlets and ensure that the costs are within budget. 6. Performs other related tasks
RATE/DAY W/ 20% PrPy	₽720.77
PERI EMPLO FROM	March 01, 2021
PERIOD OF EMPLOYMENT OM TO	June 30, 2021
FUNDING/ CHARGES	Maintenance and Other Operating Expenses
ASSIGNMENT	Banaue Hotel and Youth Hostel
ACKNOWLEDGMENT	Banaue Hotel And Youth Hostel

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed, However, services of any or all of the above-named prior to the expiration of this job Order for lack of funds or when their services are no longer needed. The above-named hereby aftests that he/she is not related within the third degree (fourth degree in case of LGU's of consanguinity or affinity to the: 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer relationship between the parties and the services rendered hereunder is not considered or will have be accredited as government service. And that he/she agrees to undergo, pre-employment drug testing as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TIEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.



21. Cerezo, Ricardo Jr. N.	NAME
 Undertakes carpentry and wood works of the hotel and maintains orderliness of the area. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. Operates the generator set during brownouts, inspect lighting system and disposes all garbage of the kitchen properly. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
12 641.51	RATE/DAY W/20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
Jako Jako Jako Jako Jako Jako Jako Jako	ACKNOWLEDGMENT

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									-1		
								22. Chalanag, Modelita P.			NAME
6	ν	4	ω			2.		<u> </u>			
6. Perform other related tasks	transactions. 5. Day close system (to close all transaction of the day)	guest folio. Check proper settlement of all	Ensure guests charges are posted in	deficiencies for immediate action.	credit card vouchers and notes down	Check cashiers' reports, examines	report	1. Verifies accuracy of general cashier's		TASK	FOLLOWING
								₽720.77	PrPy	W/ 20%	RATE/DAY
				•••			01, 2021	March	FROM	EMPLO	PERI
							2021	June 30,	10	EMPLOYMENT	PERIOD OF
					Expenses	Operating	and Other	Maintenance		CHARGES	FUNDING/
				•		Youth Hostel	and	Banaue Hotel		ASSIGNMENT	OFFICE
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23, Chog-ap, Joseph M.	NAME
 Undertakes carpentry and wood works of the hotel and maintains orderliness of the area. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. Operates the generator set during brownouts, inspect lighting system and disposes all garbage of the kitchen properly. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
P 641.51	RATE/DAY W/20% PrPy
March 01, 2021	PERI EMPL(FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
· Ja	ACKNOWLEDGMENT

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24. Cumaddap, Gliceria P.		NAME
 Maintain cleanliness and orderliness in the public area and conference halls, polish floors, dust and clean furniture, attend to indoor plants, decorate hotel during special occasions and arrange flowers for all public places. Perform other related tasks 		TO UNDERTAKE THE FOLLOWING TASK
<u>∓</u> 603.71	PrPy	RATE/DAY W/ 20%
March 01, 2021	FROM	PERI EMPLO
June 30, 2021	TO	PERIOD OF EMPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Banaue Hotel and Youth Hostel		OFFICE ASSIGNMENT
The state of the s		OFFICE ACKNOWLEDGMENT

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25: Cuting, Joébert A.	NAME
Cleans and prepares all guest rooms according to hotel and hostel standards. Performs other related tasks.	TO UNDERTAKE THE FOLLOWING TASK
1 603.71	RATE/DAY W/20% PrPy
March 01, 2021	PERIOD OF EMPLOYMENT
June 30, 2021	ERIOD OF PLOYMENT TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
	ACKNOWLEDGMENT

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26. Cuting, Michael D.	NAME
 Guards the water source to ward-off trespasser, gathers firewood for the hotel fireplace and participates in regular cleaning of the water tanks. Clears the catch basin daily to prevent clogging of the pipe to the in-take tank including the surrounding areas. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
₽603.71	RATE/DAY W/ 20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
M. T.	ACKNOWLEDGMENT

The said job order, shall attornated prior to the expiration of this job Order for lack of funds or when their services are no longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of J.C.U's of consanguinity or affinity to the 1) hiring authority and/or 2) representatives of the biring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered or will never be accordited as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TIFZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.



90	Banaue Hotel and Youth Hostel	Maintenance and Other Operating Expenses	June 30, 2021	March 01, 2021	₽603:71	 Wash, dry and iron linens and clothing by hand or washing machine Perform other duties that may be assigned from time to time. 	27. Daen, Jocelina B.
ACKNÓWLEDGMENT	OFFICE ASSIGNMENT	FUNDING/ CHARGES	PERIOD OF EMPLOYMENT OM TO	PER EMPL FROM	RATE/DAY W/ 20% PrPy	TO UNDERTAKE THE FOLLOWING TASK	NAME

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28. Diagan, Hasty M.	NAME
1. Undertake the production of breakfast, snacks and dessert. Bake bread, cakes, pastries and pies. 2. Checks stocks and supplies of the pantry and reports to supervisor for purchase request, Monitors daily consumption of fruits, baked items and salad dressings. 3. Prepares sandwiches, cocktail foods and dessert items 4. Performs other related tasks:	TO UNDERTAKE THE FOLLOWING TASK
<u>₽</u> 679.96	RATE/DAY W/20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF MPLOYMENT
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
\$	ACKNOWLEDGMENT

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29. Dinamling, Efren M.	NAME
5 4 3 2 1 V	70
 Verifies accuracy of general cashier's report. Check cashiers' reports, examines credit card vouchers and notes down deficiencies for immediate action. Ensure guests charges are posted in guest folio. Check proper settlement of all transactions. Day close system (to close all transaction of the day) Perform other related tasks 	TO UNDERTAKE THE FOLLOWING TASK
₽720.77	RATE/DAY W/20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
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	30. Dinamling, Jamaica D.	NAME
clients and prepares quotations for package tours and seminars, workshops and conference. 4. Performs the duties and responsibilities of a Function Coordinator: 5. Acts as alternate Front Office Desk 6. Performs other related tasks.	 Supervises operations in the Front Office Coordinates with reservation in Manila Conducts sales call to prospective 	TO UNDERTAKE THE FOLLOWING TASK
	₽720.77	RATE/DAY W/ 20% PrPy
	March 01, 2021	PERI EMPLO FROM
	June 30, 2021	PERIOD OF EMPLOYMENT OM TO
	Maintenance and Other Operating Expenses	FUNDING/ CHARGES
	Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
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	·				
			31. Dominong, Carl lan N.		NAME
5. Acts as alternate Bartender and performs other related tasks.	3. Takes charge in the preparation of the dining for reservation and booked function4. Maintain cleanliness of the dining	customers 2. Sets table in accordance with laid down standards	1. Presents menu and takes order from	LAGK	TO UNDERTAKE THE FOLLOWING
			₽641.51	W/ 20% PrPy	RATE/DAY
		01, 2021	March	FROM TO	PERIO
		2021	June 30,	TO	PERIOD OF
		and Other Operating Expenses	Maintenance	CHANGES	FUNDING/
		and Youth Hostel	Banaue Hotel		OFFICE
	S.				ACKNOWLEDGMENT

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32. Dumawor, Junjun N.		NAME
 Cleans the swimming pool including the surrounding areas daily and maintains beautification of the pool. Performs other related tasks. 		TO UNDERTAKE THE FOLLOWING
₽603.71	PrPy	RATE/DAY W/20%
March 01, 2021	FROM	PERIOD OF EMPLOYMEN
June 30, 2021	ТО	RIOD OF
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Banaue Hotel and Youth Hostel		OFFICE ASSIGNMENT
And the second		ACKNOWLEDGMENT

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33. Dumoc, Jacqueline A.	NAME
 Present Menu and takes order from customers and sets tables in accordance with laid down standards. Takes charge in the preparation of the dining for reservation and booked function. Maintain cleanliness of the dining area. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
₽641.51	RATE/DAY W/20% PrPy
March 01, 2021	PER EMPLO
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE
D	OFFICE ACKNOWLEDGMENT

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	····	34.		
		34. Gano, Annalyn L		NAME
of accountable forms and change funds. 3. Forward any unpaid bills to the Front Office and maintain cleanliness of cashier's booth. 4. Performs other related tasks.	2. Prepares daily collection report, cash remittance report and turn over sheet	Receives payment and issues of food		TO UNDERTAKE THE FOLLOWING TASK
		₽720,77	PrPy	RATE/DAY W/ 20%
	01, Z0Z1	March	FROM	PERI EMPLO
	1207	June 30,	TO	PERIOD OF EMPLOYMENT
	Operating Expenses	Maintenance		FUNDING/ CHARGES
	Youth Hostel	Banaue Hotel A Faur		OFFICE ASSIGNMENT
		Agamo		ACKNOWLEDGMENT

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		ω	•	
		35. Gano, Ruben B.		NAME
operation and maintenance of environmental management facilities on waste water treatment, air pollution control, etc. 3. Performs other related tasks.	requirements.	1. Ensure and monitor compliance of	TASK	TO UNDERTAKE THE FOLLOWING
		₽641.51	W/20% PrPy	RATE/DAY
	01,2021	March	FROM	PERI
·	2021	June 30,	EMPLOYMENT OM TO	ERIOD OF
Expenses	and Other Operating	Maintenance	CHARGES	FUNDING/
Company of the state of the sta	and Youth Hostel	Banaue Hotel	ASSIGNMENT	OFFICE
A BOOM !	1		ACCINOMETER	ACKNOW! FOOMENT

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36. Gano, Vission T.	NAME
 Checks arrival/departure schedules of guest Responsible for guests check-in /out, prepare bill, collect payment and issue receipts Prepares all daily reports: Guest List, Cashier Report, Guest Folio, Statement of Accounts who pays thru credit cards and in various travel agencies. Maintain updated reservation chart and answer query / phone calls including giving info on tours. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
2 720.77	RATE/DAY W/ 20% PrPy
March 01, 2021	PERIOD OF EMPLOYMENT
June 30, 2021	PERIOD OF MPLOYMENT M. TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	SSIGNMENT
	ACKNOWLEDGMENT

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37. Habbiling, Benedict D.	NAME
 Undertakes carpentry and wood works of the hotel and maintains orderliness of the area. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. Operates the generators set during brownouts, inspect lighting system and disposes all garbage of the kitchen properly. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
P 641.51	RATE/DAY W/ 20% PrPy
March 01, 2021	PERION PERION
June 30, 2021	PERIOD OF EMPLOYMENT TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	ASSIGNMENT
	ACKNOWLEDGMENT

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		38. Huagon, Guinay I.		NAME
areas. 5. Performs other related tasks	3. Maintains proper storage of the precooked stuff to avoid spoilage.4. Undertakes daily cleaning of work	 Cooks main dish order by the guest Chop and apportions meats and fishes. 		TO UNDERTAKE THE FOLLOWING
•		₽679.96	PrPy	RATE/DAY W/20%
		March 01, 2021	FROM	PERI
		June 30, 2021	ТО	PERIOD OF EMPLOYMENT
	Expenses	Maintenance and Other Operating		FUNDING/ CHARGES
		Banaue Hotel and Youth Hostel		OFFICE ASSIGNMENT
		#	The state of the s	ACKNOWLEDGMENT

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39. Immatong, Sharon B.	NAME
 Cleans and prepares all guest rooms according to hotel and hostel standards. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING
1 603.71	RATE/DAY W/20% PrPy
March 01, 2021	PERIOD OF EMPLOYMENT
June 30, 2021	ERIOD OF IPLOYMENT
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
A	ACKNOWLEDGMENT

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	40. Immotna, Maricel D.		NAME
 ω 4,	2 1		
remittance report and turn over sheet of accountable forms and change funds. 3. Forward any unpaid bills to the Front Office and maintain cleanliness of cashier's booth. 4. Performs other related tasks	 Receives payment and issues of food check and official receipt. Prepares daily collection report, cash 		TO UNDERTAKE THE FOLLOWING TASK
	77.02万年	PrPy	RATE/DAY W/20%
	March 01, 2021	FROM	PERI
	June 30, 2021	ТО	PERIOD OF EMPLOYMENT
Expenses	Maintenance and Other Operating		FUNDING/ CHARGES
	Banaue Hotel and Youth Hostel		OFFICE ASSIGNMENT
make		A STATE OF THE STA	ACKNOWLEDGMENT

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								11 22	,	41. Lambayong, Genabale	THE PROPERTY OF THE PROPERTY O	NAME
and answer query / phone calls including giving info on tours. 5. Performs other related tasks.	agencies. 4. Maintain updated reservation chart	credit cards and in various travel	Statement of Accounts who pays thru	Cashier Report, Guest Folio,	3. Prepares all daily reports: Guest List,	issue receipts	prepare bill, collect payment and	2. Responsible for guests check-in /out,	ofguest	Checks arrival/departure schedules		TO UNDERTAKE THE FOLLOWING TASK
										₽720.77	PrPy	RATE/DAY W/ 20%
									01, 2021	March	FROM	PERK
									2021	June 30,	TO	PERIOD OF EMPLOYMENT
							Expenses	Operating	and Other	Maintenance		FUNDING/ CHARGES
			•••			•		Youth Hostel	and	Banaue Hotel		ÖFFICE ASSIGNMENT
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	·
42. Läya, Ulyssis D.	NAME
 Cleans swimming pool daily and maintain beautification of the pool area Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK.
₽603.71	RATE/DAY W/ 20% PrPy
March 01, 2021	PERIOD OF EROM T
June 30, 2021	ERIOD OF PLOYMENT
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
De de	ACKNOWLEDGMENT

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		43.1		
		43. Licyag, Herman A.		NAME
properly arranging them in freezers for easy retrieval. 3. Maintains food portion control and the cleanliness of Kitchen area. 4. Performs other related tasks.	Maintains food portion control and Chops and apportions meats and fish following established serving portion,	 Cooks, prepares food for ala carte and function. 		TO UNDERTAKE THE FOLLOWING TASK
		₽679:96	PrPy	RATE/DAY W/20%
		March 01, 2021	FROM	PER EMPL
		June 30, 2021	0.1	PERIOD OF EMPLOYMENT
	Operating Expenses	Maintenance and Other		FUNDING/ CHARGES
	Youth Hostel	Banaue Hotel and		OFFICE ASSIGNMENT
				ACKNOWLEDGMENT

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44. Lorenzo, Roderick H.		NAME
 Supervises the operations of maintenance personnel's and undertakes regular inspection of water pipelines, electrical outlet and fixtures. Attends approved job order request and assigned personnel concerned. Submit monthly reports and work schedules. Performs other related task. 		TO UNDERTAKE THE FOLLOWING TASK
<u>₽</u> 679.96	ÞrPy	RATE/DAY W/20%
March 01, 2021	FROM	PER
June 30, 2021	OT	PERIOD OF EMPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Banaue Hotel and Youth Hostel		OFFICE
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				45 Magastino Elie D.		NAME
public places. 2. Performs related tasks	decorate hotel during special occasions and arrange flowers for all	halls, polish floors, dust and clean	in the public area and conference	Maintain cleanliness and orderliness		TO UNDERTAKE THE FOLLOWING
				₽603.71	PrPy	RATE/DAY W/ 20%
			01, 2021	March	FROM	PERI
			2021	June 30,	ТО	PERIOD OF EMPLOYMENT
101.11.44		Operating Expenses	and Other	Maintenance		FUNDING/ CHARGES
		Youth Hostel	and	Banaue Hotel		OFFICE ASSIGNMENT
			[R		ACKNOWLEDGMENT

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····	
46. Magiwe, Elmer A.	NAME
 Conducts daily inventory of drinks and monitor stocks. Man the bar section and act as cashier Takes orders and serves food following the procedure of serving. Check logbook for instruction, answers guest queries and offers pertinent information on the menu Perform other performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
₽641.51	RATE/DAY W/20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE
	ACKNOWLEDGMENT

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47. Martin, Ingrid G. 1. Cle acc sta 2. Per	NAME TO	
 Cleans and prepares all guest rooms according to hotel and hostel standards. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK	
17:€09	RATE/DAY W/20% PrPy	
March 01, 2021	PERI EMPLO FROM	
June 30, 2021	PERIOD OF EMPLOYMENT OM TO	
Maintenance and Other Operating Expenses	FUNDING/ CHARGES	
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT	
	AÇKNOWLEDGMENT	

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		48. Mayam-o, Edgardo P.		NAME
for easy retrieval. 3. Maintains the cleanliness of Kitchen area. 4. Performs other related tasks.	2. Maintains food portion control and Chops and apportions meats and fish following established serving portion, properly arranging them in freezers	1. Cooks, prepares food for ala carte and		TO UNDERTAKE THE FOLLOWING TASK
		₽679.96	PrPy	RATE/DAY W/ 20%
	01, 2021	March	FROM	PERIO EMPLO
	2021	June 30,	TO	PERIOD OF EMPLOYMENT
	and Other Operating Expenses	Maintenance		FUNDING/ CHARGES
	and Youth Hostel	Banaue Hotel		OFFICE ASSIGNMENT
	SMO			ACKNOWLEDGMENT

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÷		Expenses				2. Performs other related tasks.	
	Youth Hostel	Operating				standards.	
Ž	and	and Other	2021	01, 2021		according to hotel and hostel	
S	Banaue Hotel	Maintenance	June 30,	March	₽603.71	1. Cleans and prepares all guest rooms	49. Naabo, Flordeliza U.
						100	
			70	FROM	PrPy		
ACKNOWLEDGMEN	OFFICE ASSIGNMENT	FUNDING/ CHARGES	PERIOD OF EMPLOYMENT	PER EMPL	RATE/DAY W/20%	TO UNDERTAKE THE FOLLOWING TASK	NAME

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50. Naddol, Renie L.	NAME
 Prepares Statement of Account of all charged transactions of clients and monthly accounts receivable reports including aging of Accounts Summarizes transactions subject to service charge and prepares monthly service charge and request for transfer of funds. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
₽720.77	RATE/DAY W/ 20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
2	ACKNOWLEDGMENT

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Maintenance 21 and Other Operating Expenses	NAME TO UNDERTAKE THE FOLLOWING RATE/DAY PERIOD OF FUNDING/ OFFICE TASK PrPy FROM TO CHARGES ASSIGNMENT PrPy FROM TO
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
	ACKNOWLEDGMENT

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52. Ordillo, Charles B.	NAME
 Undertakes carpentry and wood works of the hotel and maintains orderliness of the area. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. Operates the generator set during brownouts, inspect lighting system and disposes all garbage of the kitchen properly. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
₽641.51	RATE/DAY W/20% PrPy
March 01, 2021	PERK EMPLC FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE ASSIGNMENT
	ACKNOWLEDGMENT

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	53. Ordillo, Nora D.	AND ADDRESS OF THE PARTY OF THE	NAME
furniture, attend to indoor plants, decorate hotel during special occasions and arrange flowers for all public places. 2. Performs related tasks	Maintain cleanliness and orderliness in the public area and conference halls notich floors dust and clean.		TO UNDERTAKE THE FOLLOWING TASK
	1 603.71	PrPy	RATE/DAY W/ 20%
	March 01, 2021	FROM	PERI EMPL(
	June 30, 2021	TO	PERIOD OF EMPLOYMENT
Expenses	Maintenance and Other		FUNDING/ CHARGES
	Banaue Hotel and Youth Hostel		OFFICE ASSIGNMENT
(Quia	The state of the s	ACKNOWLEDGMENT

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					i
			54. Piniliw, Felia A.		NAME
3. Maintain cleanliness of the dining area.4. Performs other related tasks.	Takes charge in the preparation of the dining for reservation and booked function.	customers and sets tables in accordance with laid down standards.	1. Present Menu and takes order from	THE RELIGIOUS PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE	TO UNDERTAKE THE FOLLOWING TASK
			₽641.51	PrPy	RATE/DAY W/20%
		01, 2021	March	FROM	PERI EMPLO
		2021	June 30,	OT	PERIOD OF EMPLOYMENT
	Expenses	and Other Operating	Maintenance		FUNDING/ CHARGES
		and Youth Hostel	Banaue Hotel		OFFICE ASSIGNMENT
	O.	2			OFFICE ACKNOWLEDGMENT

TIEZA Drug Free Workplace Policy as a condition for continuous employment in the organization.



	55. Potingan, Marivic K.	THE RESIDENCE OF THE PROPERTY	NAME
accuracy of order. 2. Check and inform the waiter on the availability of menu items and acts as go-between the waiter and cooks. 3. Collate all order slips and record for reference of cost control report. 4. Coordinates with cost control for proper disposal of left overs. 5. Performs other related tasks.	1. Compare cooked food against customer		TO UNDERTAKE THE FOLLOWING TASK
	<u>₽</u> 679.96	PrPy	RATE/DAY W/20%
01, 2021	March	FROM	PERI EMPLO
2021.	June 30,	TO	PERIOD OF EMPLOYMENT
and Other Operating Expenses	Maintenance		FUNDING/ CHARGES
and Youth Hostel	Banaue Hotel		OFFICE ASSIGNMENT
			OFFICE ACKNOWLEDGMENT

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56. Puguon, Remy G.	NAME
1. Checks completeness of all supporting documents for all payment transaction. 2. Prepares Disbursement Vouchers for payment to suppliers, replenishments, purchasing, working fund and remittances to BIR, GSIS, HDMF, etc. 3. Prepares payroll for all employees (permanent, Job Order, Emergency) 4. Performs other related tasks.	TO UNDERTAKE THE FOLLOWING TASK
₽720.77	RATE/DAY W/ 20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE
Wait.	ACKNOWLEDGMENT

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						 i
				57. Ramirez, Reynaldo P.	AND	NAME
5. Conduct inventory in the stockroom. 6. Act as Hotel and Hostel's driver. 7. Performs other related tasks.	4. Order good and supplies to ensure that maximum/minimum stocks levels are	procurement, 3. Ensures purchased meat, fish etc. are fresh.	needs of the restaurant. 2. Prepares related document for	1. Purchases requested supplies, groceries and vegetables and other		TO UNDERTAKE THE FOLLOWING TASK
	·			₽720.77	PrPy	RATE/DAY W/20%
				March 01, 2021	FROM	PERI EMPL(
				June 30, 2021	TO	PERIOD OF EMPLOYMENT
			Operating Expenses	Maintenance and Other		FUNDING/ CHARGES
			Youth Hostel	Banaue Hotel and		ASSIGNMENT
				Day		ACKNÓWLEDGMENT

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NAME TO UNDERTAKE THE FOLLOWING TASK	HE FOLLOWING RATE/DAY W/20%	EM	PLOYMENT	CHARGES	ASSIGNMENT	ACKNOWLEDGMENT
		F,	ТО			
58. Regla, Jerry R. 1. Nurtures all the existing gardens of the cleanliness and orderliness of the landscape, plant flowering and ornamental plants. 2. Performs other related tasks.	isting gardens of \$\frac{12}{12}603.71\$ tain the derliness of the owering and ated tasks.	71 March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	G.

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59. Sakyaben, Brenalinda A.		NAME
59. Sakyaben, Brenalinda A. 1. Cleans and prepares all guest rooms according to hotel and hostel standards. 2. Performs other related tasks.		TO UNDERTAKE THE FOLLOWING TASK
1 603.71	PrPy	RATE/DAY W/20%
March 01, 2021	FROM	PERI EMPLO
June 30, 2021	ТО	PERIOD OF MPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Banaue Hotel and Youth Hostel		OFFICE ASSIGNMENT
7		OFFICE ACKNOWLEDGMENT

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	60. Tolentino, Mozart Mendel G.	NAME
following established serving portion, properly arranging them in freezers for easy retrieval. 3. Maintains cleanliness of Kitchen area. 4. Performs other related tasks.	 Cooks, prepares food for ala carte and function. Maintains food portion control and Chops and apportions meats and fish 	TO UNDERTAKE THE FOLLOWING TASK
	<u>₽</u> 679.96	RATE/DAY W/20% PrPy
	March 01, 2021	PERI EMPLO
	June 30, 2021	PERIOD OF EMPLOYMENT OM TO
	Maintenance and Other Operating Expenses	FUNDING/ CHARGES
	Banaue Hotel and Youth Hostel	OFFICE
		ACKNOWLEDGMENT

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61.	
61.Tung-od, Sheryl D.	NAME
 Cleans and prepares all guest rooms according to hotel and hostel standards. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
₽603,71	RATE/DAY W/ 20% PrPy
March 01, 2021	PERI EMPLO FROM
June 30, 2021	PERIOD OF EMPLOYMENT OM TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Banaue Hotel and Youth Hostel	OFFICE
	ACKNOWLEDGMENT

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