



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

**MEMORANDUM**

**TO :** The MANAGER  
Administrative Services Department

**THRU :** The MANAGER  
Operations Department

**SUBJECT :** Request funding for Job Order Services from  
August 1 – September 15, 2021

**DATE :** October 11, 2021

---

This is to request for funding of First Salary of three (3) Job Order employees at Zamboanga Golf Course and Beach Park.

Attached are the following for your reference:

- Memorandum from Zamboanga Golf Course Beach Park
- Job Order Payroll

**Atty. MA. TERESA C. ALVAREZ**



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

**MEMORANDUM**

THRU : **THE MANAGER**  
Operations Department


FROM : **OFFICER IN CHARGE**  
Zamboanga Golf Course and Beach Park

DATE : **SEPTEMBER 29, 2021**

SUBJECT : **REQUEST FOR FUNDING FOR JOB ORDER SERVICES  
FROM AUGUST 1- SEPTEMBER 15, 2021**

---

This is to request for funding in the amount of **SIXTY SEVEN THOUSAND THREE HUNDRED SIXTEEN & 04/100 ONLY (Php 67,316.04)** for the first salary of 3 Job Orders.

  
**DR. CLAIRE S. BORJA**  
Officer in Charge

**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
**ZAMBOANGA GOLF COURSE & BEACH PARK**  
 Zamboanga City

**JOB ORDER PAYROLL**

Period Covered: AUGUST- SEPTEMBER 1-15, 2021


NO.	NAME	RATE/DAY with 20% Premium	NO. OF DAYS WORK			TOTAL No. Of Days	AMOUNT EARNED	UNDER TIME	NET PAY
			1-15	AUGUST 16-31	SEPTEMBER 1-15				
	BEACH PARK								
1	ARCILLAS, MARVIN	679.96	10 ✓	12 ✓	11 ✓	33 ✓	22,438.68	-	22,438.68
2	FABRIGA, JAYSON	679.96	10 ✓	12 ✓	11 ✓	33 ✓	22,438.68	-	22,438.68
3	PADILLA, SAMMY	679.96	10 ✓	12 ✓	11 ✓	33 ✓	22,438.68	-	22,438.68

**TOTAL**


**67,316.04**

**67,316.04**

I CERTIFY on my official oath that I have paid to each employee whose name appears on the above payroll the amount set opposite his/her name, he/she having presents his/her Residence Certificate

  
**ELLAN RHEANNE ALANANO**  
 SDO

I CERTIFY on my official oath that I have witnessed payment to each person whose name appears hereon of the amount set opposite his /her name and my initials.

  
**TERESA D. GALANG**  
 Sr. Corporate Account Analyst

I CERTIFY on my official oath that the above payroll is correct and that the services have been duly rendered as stated.

  
**DR. CLAIR S. BORJA**  
 Officer in Charge