



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

7th Floor, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
EDSA Extension Bay Area  
Pasay City 1302

(+632) 8249-5900 to 79 loc 751  
corplan@tieza.gov.ph  
www.tieza.gov.ph

**MEMORANDUM**

**FOR : THE CHIEF OPERATING OFFICER**  
**SUBJECT : REQUEST FOR OVERTIME PAY**  
**DATE : JANUARY 5, 2021**

---

The undersigned would like to render overtime instead of compensatory time-off for the period of January 2021 to December 2021.

For your consideration and approval , Sir.

  
**JOSE R. ROLLO**

**Recommending Approval:**

  
**FRANCIS RANDY J. HORTELANO**  
Manager, Corporate Planning Department

**Approved:**

**MARK T. LAPID**  
Chief Operating Officer



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

7th Floor, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
EDSA Extension Bay Area  
Pasay City 1302

(+632) 8249-5900 to 79 loc 751

corplan@tieza.gov.ph

www.tieza.gov.ph

**REQUEST FOR AUTHORITY TO RENDER OVERTIME SERVICE**

**FOR: CHIEF OPERATING OFFICER**

Authority for respectfully request to render overtime service for the project describe below:

**A. Project Title Description**

-----  
-----

**B. Duration of project (Specific Dates)**

For the month of January 2021 to December 2021

**C. Reason for the overtime work:**

To drive for the Manager, Corporate Planning Department

**D. Employee who will be required to render overtime service**

ID# NAME

Position/s

3519 JOSE R. ROLLO

Driver Mechanic B

**RECOMMENDED BY:**

**FRANCIS RANDY J. HORTELANO**  
Manager, Corporate Planning Department

**APPROVED:**

**MARK T. LAPID**  
Chief Operating Officer