



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : The Manager
Gardens of Malasag Eco-Tourism Village (GMETV)

FROM : The Assistant Chief Operating Officer
Assets Management Sector

SUBJECT : AUTHORITY TO DISBURSE

DATE : September 13, 2021

You are authorized to disburse from your operating fund the amount of **THIRTEEN THOUSAND PESOS (P13,000.00)** as Hazard Pay for Ms. Ma. Carmela LV. Marquez for the month of July 2021

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

The attached documents are for your reference.

- Memo from the Human Resource Services Division
- Time Record of Ms. Ma. Carmela LV. Marquez for the month of July 2021
- Summary of On-Site Duty of GMETV Personnel for the month of July 2021

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

SUBJECT : COVID-19 Hazard Pay for July 1-31, 2021

DATE : September 13, 2021

This is to request transfer of fund in the amount of **Thirteen Thousand Pesos Only (P 13,000.00)** for **Ms. Ma. Carmela LV. Marquez**, of Gardens of Malasag Eco-Tourism Village.

Hazard Pay	P 500.00
No. of Days	26.000
Total Amount	P 13,000.00
Less: Withholding Tax (25%)	3,250.00
Net Amount	P 9,750.00

Josefina U. Soriano
JOSEFINA U. SORIANO

Official Use Only
Mandatory for all transactions



**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 JULY, 2021 except on the following dates indicated:

CHARGEABLE AGAINST

DATE	SICK LEAVE	VACATION LEAVE
NONE	NONE	NONE

1720/ MA. CARMELA LV. MARQUEZ

I.D. No./Name and Signature

NOTED:


MARIA TERESA C. ALVAREZ
Manager
Operations Department

GARDENS OF MALASAG ECO-TOURISM VILLAGE

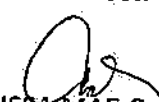
SUMMARY OF ON-SITE DUTY

JULY 1-15, 2021 - MECQ

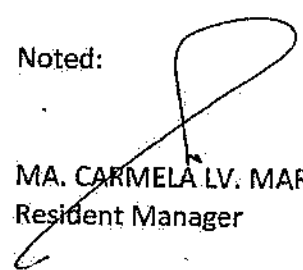
JULY 16-31, 2021 - ECQ

EMPLOYEE'S NAME		JULY 1-15, 2021 No. of days on duty	JULY 16-31, 2021 No. of days on duty	TOTAL
REGULAR				
1	MARQUEZ, MA. CARMELA LV.	15	16	31
2	POLINAR, CHARISSA MAE C.	11	10	21
3	QUIJADA, ARCELI DOLOROSA C.	11	12	23
4	SALAAN, EDEN V.	11	6	17
5	SIBI, JULIET L.	11	6	17
JOB ORDER				
1	ABARQUEZ, CARLO EMMANUEL L.	11	11	22
2	AMANDY, ALDREN C.	6	5	11
3	ARTAJA, BERNARD S.	6	5	11
4	ARTAJA, ROMEL S.	6	5	11
5	BALANBAN, VILMA L.	6	5	11
6	BANAAG, FE D.	6	5	11
7	FABRE, JOSELITO D.	11	11	22
8	GABAO, NORITA I.	6	5	11
9	GENERALE, JOHNREY R.	6	5	11
10	JAMACA, LITO C.	6	5	11
11	JARULA, TEODORA C.	6	5	11
12	JEMINIA, ALVEN S.	6	5	11
13	LABADAN, JOSEPH A.	6	5	11
14	LABININAY, JERRY C.	6	5	11
15	LALOCAN, MARIO M.	6	5	11
16	MALIN, VIRGILIO E.		5	5
17	MONTALBA, JOVENCIO L.	6	5	11
18	NAVARRO, SAMMY J.	6	5	11
19	NILLES, LAMBERTO JR. P.	6	5	11
20	PINAGAWA, SARAWAGAN A.	6	5	11
21	RABADON, AMIE E.	11	11	22
22	SAGIRON, MERCY A.	6	5	11
23	SALAHAG, MERYDITH L.	6	5	11
24	SALMORO, RICKY F.	6	5	11
25	SAQUILABON, EMY H.	6	5	11
26	SUMONDA, REMEDIOS S.	6	5	11
27	TABIAN, VANESSA U.	6	5	11
28	TORCENDE, ANTONIO L.	6	5	11
29	UGYAB, JOBERT D.	6	5	11

Certified Correct:


CHARISSA MAE C. POLINAR
CCO/Personnel

Noted:


MA. CARMELA LV. MARQUEZ
Resident Manager