



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : ASSISTANT CHIEF OPERATING OFFICER
Asset Management Sector

THRU : THE MANAGER
Operations Department, AMS

FROM : RESIDENT MANAGER
Zamboanga Golf Course and Beach Park

**SUBJECT : HIRING JOB ORDER EMPLOYEES FOR THE REOPENING
OF THE ZAMBOANGA BEACH PARK**

DATE : 19 APRIL 2021

In reference to the approved memo dated 08 March 2021 regarding the request for the additional manpower for the reopening of Zamboanga Beach Park (please see attached), we would like to request approval to hire the following as Job Order Employees:

1. Marvin G. Arcillas
2. Jayson C. Fabriga
3. Sammy C. Padilla

As approved, they will be Life Guard and will help maintain the cleanliness of the beach park including picnic grounds, picnic tables, sheds, shoreline and access road. They will also help haul garbage and trim plants and trees.

Attached herewith also are their PDS and certificate of lifeguard training.

For your approval, sir


MAGDARA A. SARIP



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : MARK T. LAPID
Chief Operating Officer

THRU : THE ASSISTANT CHIEF OPERATING OFFICER
Asset and Management Sector

THE MANAGER
Operations Department, AMS

FROM : THE RESIDENT MANAGER
Zamboanga Golf Course and Beach Park

**SUBJECT : REQUEST FOR ADDITIONAL MANPOWER FOR THE
REOPENING OF ZAMBOANGA BEACH PARK**

DATE : 08 MARCH 2021

In reference to the request of reopening of Zamboanga Beach Park (ZBP), we would like also to request additional manpower and additional work days for the existing Job Orders Employees.

As a background, our ZBP was closed due to COVID pandemic. All Emergency Employees were fired and Job Order Employees were only worked 11-days a month. Right now, we only have six (6) JOs assigned for the maintenance of ZBP with 11-days work a month.

With this, we would like to request the following:

1. 22-days work a month for all existing Job Orders Employees that will also do multitasking enable to suffice needed manpower
 - a. Six (6) assign at ZBP namely:
 - Bernardo, Celedonio T.
 - Campos, Lamberto C.
 - Jacinto, Patrick D.
 - Ledesma, Fernando R.
 - Manatad, Alberto C.
 - Serrano, Eduardo I.
 - b. One (1) assign at Nursery (Jacinto, Luciano Jr. C.) will be transfer to ZBP to supplement Manpower requirement upon reopening
 - c. Two (2) outlet collectors who are temporarily assign for the maintenance of the practice greens and surroundings (Miguel, Josefina A. and Pacurib, Norma C.) will be in charge of the maintenance of the latrines