



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower 1  
DoubleDragon Plaza  
DD Meridian Park  
Macapagal Avenue corner  
EDSA Extension  
1302 Bay Area, Pasay City

**TIME RECORD**  
(For Officer Only)

I hereby certify that I have rendered services regularly for the month of  
**DECEMBER 2020** except on the following dates indicated:

**CHARGEABLE AGAINST**

DATE	SICK LEAVE	VACATION LEAVE
N/A	N/A	N/A

  
FRANCIS RANDY J. HORTELANO / 2020-0007-P

Name / Signature / ID No.

Department Manager A, COPD

Designation

Noted:



MICHELLE MAE V. VIVO

Head Technical Assistant, OCOO

This form should be submitted within three (3) days of the succeeding month.

c.c: Department File  
Employee