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**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
SEPTEMBER 2020 except on the following dates indicated:

CHARGEABLE AGAINST

| DATE | SICK LEAVE | VACATION LEAVE |
|------|------------|----------------|
| n/a | n/a | n/a |
| | | |
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TOURISM INFRASTRUCTURE and ENTERPRISE ZONE AUTHORITY
Office of the Chief Operating Officer



RECEIVED

By:

Time:

[Signature]

10/5/2020

9:10am

[Signature]

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