

Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO

The Resident Manager

Gardens of Malasag Eco Tourism Village (GMETV)

FROM

The Assistant Chief Operating Officer

Assets Management Sector

SUBJECT

AUTHORITY TO DISBURSE

DATE

October 18, 2021

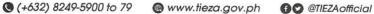
You are authorized to disburse from your operating fund the amount of NINE THOUSAND SEVEN HUNDRED FIFTY PESOS ONLY (₱9,750.00) as Hazard Pay for Ms. Ma. Carmela LV Marquez for the month of August 2021.

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

The attached documents are for your reference.

- * Memo from Administrative Services Department
- * Time Record of Ms. Ma. Carmela LV Marquez for the month of June 2021
- * Summary of On-Site Duty of GMETV Personnel for the month of June 2021











Courism Infrastructure & Enterprise Zone Authority Republic of the Philippines

Operations Department The Manager

MEMO TO

The Manager

FROM

Human Resource Services Division

DATE October 12, 2021

Pesos Only (₱ 9,750.00) for Ms. Ma. Carmela LV. Marquez, of Gardens of Malasag Eco- Tourism Village. This is to request transfer of fund in the amount of Nine Hundred Seven Fifty

	Less withholding tax:	MARQUEZ, MA. CARMELA	
		13.00	Aug. 1-15
Net A		13.00	Aug. 16-31 TOTAL
Net Amount:		26.00	TOTAL
TO		TD	
₽ 9,750.00	3,250.00	26.00 ₽ 13,000.00	

JOSEFINA U. SORIANO

@Lory/payroll-doc MEMOS/transmittalmem

O 6th & 7th Floors, Tower 1, Double Dragon Plazo, Double Dragon Meridian Park Macapagal Avenue comer EDSA Extension, Bay Area, Pasay City 1302, Philippines

③ (+632) 8249-5900 to 79 ⊕ www.tleza.gov.ph ⊕⊙ @TIEZActticial

GARDENS OF MALASAG ECO-TOURISM VILLAGE SUMMARY OF ON-SITE DUTY AUGUST 1-15, 2021 - ECQ AUGUST 16-31, 2021 - MECQ

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

Certified Correct:

CHARISSA MAE C. POLINAR CCO/Personnel

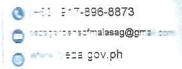
Noted:

MA. CARMELA LV. MARQUEZ

Resident Manager







TIME RECORD (For Officers Only)

I hereby certify that I have rendered services regularly for the month of AUGUST, 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

