




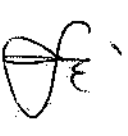
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PPV	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
1. Acangan, Michelle A.	1. Accepts payment and issues official receipt at the Front Office 2. Enters/computes guests' bills to folios, food checks and sales from other revenue sources into the HMS. 3. Attends to guests promptly on settlement of bills/charges and prepares daily cash remittance report. 4. Acts as alternate Front Desk Clerk 5. Performs other related tasks.	P720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
2. Aguiar, Joan L.	1. Wash, dry and iron linens and clothing by hand or washing machine. 2. Perform other duties that may be assigned from time to time.	P603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

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			FROM	TO			
3. Akiate, Edwin Elizur R.	1. Programs and do regular maintenance of the hotel's computer hardware and software. 2. In-charge of the management and maintenance of the Hotel Management System Software. 3. Act as Maintenance Personnel 4. Performs other related tasks.	₱641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER


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			FROM	TO			
4. Alindayo, Mariou D.	1. Supervises operations on housekeeping and prepares schedules of Housekeepers. 2. Conducts daily inspection of areas of responsibility especially in guests' room. 3. Cleans and prepares all guests rooms according to hotel and hostel standards. 4. Perform other duties that may be assigned from time to time.	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	<i>Alindayo</i>

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

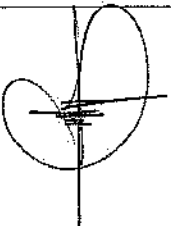
JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Pty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
5. Ambojnon, Raffy H.	1. Cleans and prepares all guests rooms according to hotel and hostel standards. 2. Perform other duties that may be assigned from time to time.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY **JOB ORDER**

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
6. Atolba, Orville I.	<ol style="list-style-type: none"> 1. Supervises and coordinates cooking/ kitchen activities with the food production staff considering the food cost, variety and cycle of menus, palatability and presentation of food and utilization of left overs 2. Prepares and cooks food of all type either on a regular basis or functions with conformity to the set standards and specifications. 3. Monitors the inventory and stock control of food equipment, supplies and ingredients and ensures its availability from time to time. 4. Prepares schedule of cook and other kitchen personnel and performs other related tasks. 	₱764.02	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY


JOB ORDER

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			FROM	TO			
7. Attaban, Leticia A.	1. Does stewarding and dishwashing services. 2. Assists in the cleaning and maintenance of orderliness of the stewarding and dishwashing area. 3. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaua Hotel and Youth Hostel	<i>Attaban</i>

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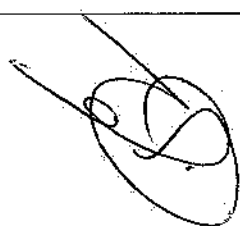
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
8. Bahni, Mary Jane P.	1. Undertake the production of baked products for breakfast, snacks and dessert. Bake bread, cakes, pastries and pies. 2. Checks stocks and supplies of the pantry and reports to supervisor for purchase request, Monitors daily consumption of fruits, baked items and salad dressings. 3. Prepares sandwiches, cocktail foods and dessert items 4. Performs other related tasks.	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaua Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER


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			FROM	TO			
9. Balanhi, Belmonte I	1. Supervise all waiters 2. Organizes and direct the activities of service personnel at the dining, bar outlets and during functions/event 3. Reviews the daily menu specials and takes charge in the preparation of the dining for reservations and booked functions. 4. Maintain cleanliness of the dining area. 5. Performs other related tasks.	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY


JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
10. Baltang, Delia L.	1. Cooks, prepares food for ala carte and function. 2. Maintains food portion control and Chops and apporitions meats and fish following established serving portion, properly arranging them in freezers for easy retrieval. 3. Maintains food portion control and cleanliness of Kitchen area. 4. Performs other related tasks.	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

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			FROM	TO			
11. Bautista, Adeline M.	1. Undertake the production of baked products for breakfast, snacks and dessert. Bake bread, cakes, pastries and pies. 2. Checks stocks and supplies of the pantry and reports to supervisor for purchase request, Monitors daily consumption of fruits, baked items and salad dressings. 3. Prepares sandwiches, cocktail foods and dessert items 4. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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			FROM	TO			
12. Bayninan, Rosemarie D.	<ol style="list-style-type: none"> 1. Maintains, updates list of employees, work schedule 2. Monitors absences and tardiness 3. Encodes memoranda/communications and reports/ re-hiring of employees. 4. Files DTR of all employees, memorandum and other various documents 5. Maintains and safe keeps an orderly filing system 6. Performs other related tasks. 	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

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			FROM	TO			
13. Beh-ag, Byrinnel I.	1. Cooks main dish order by the guest. 2. Chop and apporitions meats and fishes. 3. Maintains proper storage of the pre-cooked stuff to avoid spoilage. 4. Undertakes daily cleaning of work areas. 5. Performs other related tasks	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	<i>[Signature]</i>

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			FROM	TO			
14. Bollayon, Precious Joy C.	1. Receives payment and issues of food check and official receipt. 2. Prepares daily collection report, cash remittance report and turn over sheet of accountable forms and change funds. 3. Forward any unpaid bills to the Front Office and maintain cleanliness of cashier's booth. 4. Performs other related tasks.	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
15. Bumannghat, Aesale G.	1. Present Menu and takes order from customers and sets tables in accordance with laid down standards. 2. Takes charge in the preparation of the dining for reservation and booked function. 3. Maintain cleanliness of the dining area. 4. Performs other related tasks.	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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			FROM	TO			
16. Bunat, Zayda Kate B.	1. Present Menu and takes order from customers and sets tables in accordance with laid down standards. 2. Takes charge in the preparation of the dining for reservation and booked function. 3. Maintain cleanliness of the dining area. 4. Performs other related tasks.	₱641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banau Hotel and Youth Hostel	

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			FROM	TO			
17. Bunnat, Mark B.	<ol style="list-style-type: none"> Undertakes carpentry and wood works of the hotel and maintains orderliness of the area. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. Operates the generator set during brownouts, inspect lighting system and disposes all garbage of the kitchen properly. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. Performs other related tasks. 	P641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PaPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
18. Buyagawan, Jenny D.	1. Cleans and prepares all guest rooms according to hotel and hostel standards. 2. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY **JOB ORDER**

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY W/ 20% PrBy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
19. Camhit Allan B.	<ol style="list-style-type: none"> Undertakes carpentry and wood works of the hotel and maintains orderliness of the area. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. Operates the generator set during brownouts, inspect lighting system and disposes all garbage of the kitchen properly. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. Performs other related tasks. 	₱641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of LGUs of consanguinity or affinity to the: 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered or will never be accredited as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

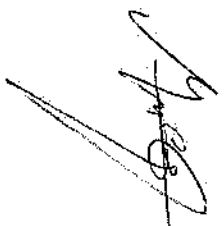
NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Paby	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
20. Catbagan, Leonardo D.	<ol style="list-style-type: none"> 1. Supervises the stock clerk and receiving clerk. And Check the restaurant and bar and checks on daily control of food and beverages outlets in terms of wastage, pilferage and efficiency. 2. Participate during the monthly inventory of stockroom 3. Check and ensure all menu items have a recipe and responsible to maintain the Menu Pricing, Consumption and POS systems. 4. Prepare the daily and monthly cost report per department in relation to cost of sales. 5. Checks the cost of sales in all F & B outlets and ensure that the costs are within budget. 6. Performs other related tasks 	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	<i>Leonardo D. Catbagan</i>

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY


JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PcPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
21. Cerezo, Ricardo Jr. N.	<ol style="list-style-type: none"> Undertakes carpentry and wood works of the hotel and maintains orderliness of the area. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. Operates the generator set during brownouts, inspect lighting system and disposes all garbage of the kitchen properly. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. Performs other related tasks. 	₱641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of LGU's of consanguinity or affinity to the: 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered or will never be accredited as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TIEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.




TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
22. Chalanag, Modelita P.	<ol style="list-style-type: none"> 1. Verifies accuracy of general cashier's report. 2. Check cashiers' reports, examines credit card vouchers and notes down deficiencies for immediate action. 3. Ensure guests charges are posted in guest folio. 4. Check proper settlement of all transactions. 5. Day close system (to close all transaction of the day) 6. Perform other related tasks 	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of LGUs of consanguinity or affinity to the: 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered or will never be accredited as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and renewal of contract that he/she agrees to abide by the TIEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Pr-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
23. Chog-ap, Joseph M.	<ol style="list-style-type: none"> Undertakes carpentry and wood works of the hotel and maintains orderliness of the area. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. Operates the generator set during brownouts, inspect lighting system and disposes all garbage of the kitchen properly. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. Performs other related tasks. 	₱641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of LGUs of consanguinity or affinity to the: 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TIEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
24. Cumaddap, Gliceria P.	1. Maintain cleanliness and orderliness in the public area and conference halls, polish floors, dust and clean furniture, attend to indoor plants, decorate hotel during special occasions and arrange flowers for all public places. 2. Perform other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prpy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
25. Cuting, Joebert A.	1. Cleans and prepares all guest rooms according to hotel and hostel standards; 2. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Pr-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
26. Cutting, Michael D.	1. Guards the water source to ward-off trespasser, gathers firewood for the hotel fireplace and participates in regular cleaning of the water tanks. 2. Clears the catch basin daily to prevent clogging of the pipe to the in-take tank including the surrounding areas. 3. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PPV	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
27. Daen, Jocelina B.	1. Wash, dry and iron linens and clothing by hand or washing machine 2. Perform other duties that may be assigned from time to time.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY **JOB ORDER**

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
28. Diagan, Hasty M.	<ol style="list-style-type: none"> 1. Undertake the production of breakfast, snacks and dessert. Bake bread, cakes, pastries and pies. 2. Checks stocks and supplies of the pantry and reports to supervisor for purchase request. Monitors daily consumption of fruits, baked items and salad dressings. 3. Prepares sandwiches, cocktail foods and dessert items 4. Performs other related tasks. 	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaua Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Pr-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
29. Dinamling, Efren M.	<ol style="list-style-type: none"> Verifies accuracy of general cashier's report. Check cashiers' reports, examines credit card vouchers and notes down deficiencies for immediate action. Ensure guests charges are posted in guest folio. Check proper settlement of all transactions. Day close system (to close all transaction of the day) Perform other related tasks 	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Pr-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
30. Dinamling, Jamaica D.	1. Supervises operations in the Front Office 2. Coordinates with reservation in Manila 3. Conducts sales call to prospective clients and prepares quotations for package tours and seminars, workshops and conference. 4. Performs the duties and responsibilities of a Function Coordinator. 5. Acts as alternate Front Office Desk 6. Performs other related tasks.	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
31. Dominong, Carl Ian N.	1. Presents menu and takes order from customers 2. Sets table in accordance with laid down standards 3. Takes charge in the preparation of the dining for reservation and booked function 4. Maintain cleanliness of the dining area. 5. Acts as alternate Bartender and performs other related tasks.	₱641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY **JOB ORDER**

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
32. Dumawot, Junjun N.	1. Cleans the swimming pool including the surrounding areas daily and maintains beautification of the pool. 2. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
33. Dumoc, Jacqueline A.	1. Present Menu and takes order from customers and sets tables in accordance with laid down standards. 2. Takes charge in the preparation of the dining for reservation and booked function. 3. Maintain cleanliness of the dining area. 4. Performs other related tasks.	₱641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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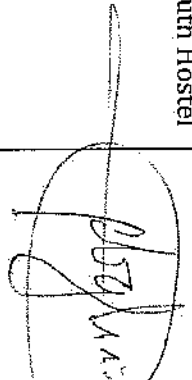
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY **JOB ORDER**

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% P-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
34. Gano, Annalyn L.	1. Receives payment and issues of food check and official receipt. 2. Prepares daily collection report, cash remittance report and turn over sheet of accountable forms and change funds. 3. Forward any unpaid bills to the Front Office and maintain cleanliness of cashier's booth. 4. Performs other related tasks.	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PRPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
35. Gano, Ruben B.	1. Ensure and monitor compliance of the Hotel with the DENR requirements. 2. Ensure the proper performances, operation and maintenance of environmental management facilities on waste water treatment, air pollution control, etc. 3. Performs other related tasks.	₱641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
36. Gano, Vission T.	1. Checks arrival/departure schedules of guest 2. Responsible for guests check-in /out, prepare bill, collect payment and issue receipts 3. Prepares all daily reports: Guest List, Cashier Report, Guest Folio, Statement of Accounts who pays thru credit cards and in various travel agencies. 4. Maintain updated reservation chart and answer query / phone calls including giving info on tours. 5. Performs other related tasks.	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banawe Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
37. Habbiling, Benedict D.	<ol style="list-style-type: none"> Undertakes carpentry and wood works of the hotel and maintains orderliness of the area. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. Operates the generators set during brownouts, inspect lighting system and disposes all garbage of the kitchen properly. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. Performs other related tasks. 	P641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
38. Huagon, Guinay I.	1. Cooks main dish order by the guest 2. Chop and apportions meats and fishes. 3. Maintains proper storage of the pre-cooked stuff to avoid spoilage. 4. Undertakes daily cleaning of work areas. 5. Performs other related tasks	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses.	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
39. Immatong, Sharon B.	1. Cleans and prepares all guest rooms according to hotel and hostel standards. 2. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY **JOB ORDER**

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Pr-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
40. Immotna, Marice] D.	1. Receives payment and issues of food check and official receipt. 2. Prepares daily collection report, cash remittance report and turn over sheet of accountable forms and change funds. 3. Forward any unpaid bills to the Front Office and maintain cleanliness of cashier's booth. 4. Performs other related tasks	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	<i>Mudja</i>

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
41. Lambayong, Genabale A.	<ol style="list-style-type: none"> Checks arrival/departure schedules of guest Responsible for guests check-in/out, prepare bill, collect payment and issue receipts Prepares all daily reports: Guest List, Cashier Report, Guest Folio, Statement of Accounts who pays thru credit cards and in various travel agencies. Maintain updated reservation chart and answer query / phone calls including giving info on tours. Performs other related tasks. 	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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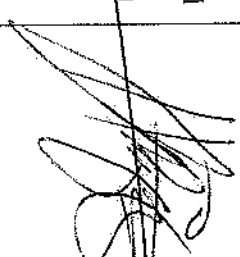
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% P-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
42. Laya, Ulysis D.	1. Cleans swimming pool daily and maintain beautification of the pool area 2. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY **JOB ORDER**


NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% P-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
43. Licyang, Herman A.	1. Cooks, prepares food for ala carte and function. 2. Maintains food portion control and Chops and apporitions meats and fish following established serving portion, properly arranging them in freezers for easy retrieval. 3. Maintains food portion control and the cleanliness of Kitchen area. 4. Performs other related tasks.	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY


JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PPHY	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
44. Lorenzo, Roderick H.	1. Supervises the operations of maintenance personnel's and undertakes regular inspection of water pipelines, electrical outlet and fixtures. 2. Attends approved job order request and assigned personnel concerned. 3. Submit monthly reports and work schedules. 4. Performs other related task.	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
45. Magastino, Elie D.	1. Maintain cleanliness and orderliness in the public area and conference halls, polish floors, dust and clean furniture, attend to indoor plants, decorate hotel during special occasions and arrange flowers for all public places. 2. Performs related tasks	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banau Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY W/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
46. Magiwe, Elmer A.	<ol style="list-style-type: none"> 1. Conducts daily inventory of drinks and monitor stocks. 2. Man the bar section and act as cashier 3. Takes orders and serves food following the procedure of serving. 4. Check logbook for instruction, answers guest queries and offers pertinent information on the menu 5. Perform other performs other related tasks. 	₱641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
47. Martin, Ingrid G.	1. Cleans and prepares all guest rooms according to hotel and hostel standards. 2. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PRPY	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
48. Mayam-o, Edgardo P.	1. Cooks, prepares food for ala carte and function. 2. Maintains food portion control and Chops and apporitions meats and fish following established serving portion, properly arranging them in freezers for easy retrieval. 3. Maintains the cleanliness of Kitchen area. 4. Performs other related tasks.	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
49. Naabo, Flordeliza U.	1. Cleans and prepares all guest rooms according to hotel and hostel standards. 2. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
50. Naddol, Renie L.	1. Prepares Statement of Account of all charged transactions of clients and monthly accounts receivable reports including aging of Accounts 2. Summarizes transactions subject to service charge and prepares monthly service charge and request for transfer of funds. 3. Performs other related tasks.	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	9

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY


JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Pr-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
51. Onnon, Luisa J.	1. Supervises Public Area employees 2. Conduct daily inspection of areas of at the public areas. 3. Performs other related tasks.	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Pr-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
52. Ordillo, Charles B.	<ol style="list-style-type: none"> Undertakes carpentry and wood works of the hotel and maintains orderliness of the area. Does repairs on the building and/or renovations including plumbing, electrical and masonry works. Operates the generator set during brownouts, inspect lighting system and disposes all garbage of the kitchen properly. Does transport personnel on official trip and undertake routing check up of vehicle to maintain its running condition and does minor repairs. Performs other related tasks. 	₱641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Pr-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
53. Ordillo, Nora D.	1. Maintain cleanliness and orderliness in the public area and conference halls, polish floors, dust and clean furniture, attend to indoor plants, decorate hotel during special occasions and arrange flowers for all public places. 2. Performs related tasks	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
54. Pinitiw, Fela A.	1. Present Menu and takes order from customers and sets tables in accordance with laid down standards. 2. Takes charge in the preparation of the dining for reservation and booked function. 3. Maintain cleanliness of the dining area. 4. Performs other related tasks.	₱641.51	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY **JOB ORDER**

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Pr-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
55. Pottingan, Marivic, K.	1. Compare cooked food against customer order slip to verify completeness and accuracy of order. 2. Check and inform the waiter on the availability of menu items and acts as go-between the waiter and cooks. 3. Collate all order slips and record for reference of cost control report. 4. Coordinates with cost control for proper disposal of left overs. 5. Performs other related tasks.	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaua Hotel and Youth Hostel	

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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Pr-Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
56. Puguon, Remy G.	<ol style="list-style-type: none"> 1. Checks completeness of all supporting documents for all payment transaction. 2. Prepares Disbursement Vouchers for payment to suppliers, replenishments, purchasing, working fund and remittances to BIR, GSIS, HDMF, etc. 3. Prepares payroll for all employees (permanent, Job Order, Emergency) 4. Performs other related tasks. 	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banane Hotel and Youth Hostel	

The said job order shall automatically cease upon its expiration, as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of LGUs of consanguinity or affinity to the: 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered or will never be accredited as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TIEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY


JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% P+Py	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
57. Ramirez, Reynaldo P.	1. Purchases requested supplies, groceries and vegetables and other needs of the restaurant. 2. Prepares related document for procurement. 3. Ensures purchased meat, fish etc. are fresh. 4. Order good and supplies to ensure that maximum/minimum stocks levels are maintained. 5. Conduct inventory in the stockroom. 6. Act as Hotel and Hostel's driver. 7. Performs other related tasks.	₱720.77	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of LGU's of consanguinity or affinity to the: 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered or will never be accredited as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TIEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
58. Regla, Jerry R.	1. Nurtures all the existing gardens of the hotel and maintain the cleanliness and orderliness of the landscape, plant flowering and ornamental plants. 2. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of LGU's of consanguinity or affinity to the: 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered or will never be accredited as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TIEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

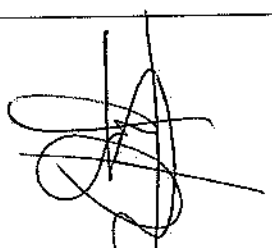
JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrBy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
59. Sakyaben, Brenalinda A.	1. Cleans and prepares all guest rooms according to hotel and hostel standards. 2. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of LGUs of consanguinity or affinity to the: 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered or will never be accredited as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.




TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% Prty	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
60. Tolentino, Mozart Mendel G.	1. Cooks, prepares food for ala carte and function. 2. Maintains food portion control and Chops and apporitions meats and fish following established serving portion, properly arranging them in freezers for easy retrieval. 3. Maintains cleanliness of Kitchen area. 4. Performs other related tasks.	₱679.96	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of LGUs of consanguinity or affinity to the: 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered or will never be accredited as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TIEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
JOB ORDER

NAME	TO UNDERTAKE THE FOLLOWING TASK	RATE/DAY w/ 20% PrPy	PERIOD OF EMPLOYMENT		FUNDING/ CHARGES	OFFICE ASSIGNMENT	ACKNOWLEDGMENT
			FROM	TO			
61.Tung-od, Sheryl D.	1. Cleans and prepares all guest rooms according to hotel and hostel standards. 2. Performs other related tasks.	₱603.71	March 01, 2021	June 30, 2021	Maintenance and Other Operating Expenses	Banaue Hotel and Youth Hostel	

The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above-named can be terminated prior to the expiration of this Job Order for lack of funds or when their services are no longer needed. The above-named hereby attests that he/she is not related within the third degree (fourth degree in case of LUTs of consanguinity or affinity to the: 1) hiring authority and/or 2) representatives of the hiring agency; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not yet reached the compulsory retirement age of sixty-five (65). Furthermore, there will be no employer-employee relationship between the parties and the services rendered hereunder is not considered or will never be accredited as government service. And that he/she agrees to undergo pre-employment drug testing as a condition of his/her hiring and renewal of contract; that he/she agrees to abide by the TIEZA Drug-Free Workplace Policy as a condition for continuous employment in the organization.

Prepared by: _____ Certified as to the existence of Appropriate/Obligation: _____ Recommending Approval: _____ Approved: _____

ROSANNA M. OLGADO Manager Administrative Services Department Date signed: _____
RODOLFO E. ANCHETA Manager Financial Services Department Date signed: _____
JETRO NICOLAS F. LOZADA Assistant Chief Operating Officer Asset Management Date signed: _____
MARK T. LAPID Chief Operating Officer Date signed: _____