



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**FOR :** **ATTY. KAREN MAE G. SARINAS-BAYDO**  
*ACOO, TEZ Management Sector*

**FROM :** **HERNANDO A. ENAL**  
*Manager, TEZ Assistance and Monitoring Department*

**SUBJECT :** **Request for Job Order Personnel Salary Increase**

**DATE :** **4 March 2021**

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Relative to our endorsement of the documentary requirement for the renewal/rehiring of Job Order Personnel of TEZ Assistance and Monitoring Department (TAMD), we respectfully request for an increase in the daily wage rate of **Mr. Marron Tacapan**, a job order personnel assigned in the TAMD Head Office, whose daily rate is PHP 720.77 inclusive of 20% premium pay.

In consideration to the satisfactory performance by Mr. Tacapan and the frequency of his scheduled reporting in the office as TAMD's main frontline staff, we therefore recommend the increase in his current daily rate. Likewise, Mr. Tacapan shall undertake the following tasks:

1. Assists in the preparation and documentation of departmental activities;
2. Assists the TAMD Manager in filing of records and routing of documents;
3. Drafts memoranda for internal and external communications;
4. Serves as the Coordinator for Mt. Samat and San Vicente Flagship TEZ;
5. Facilitates endorsement of documents via the Online Document Management System (ODMS);
6. Sends communication e-mails to TAMD Head Office and Flagship TEZ Offices;
7. Acts as Contact Person to receive documents sent via courier from Mt. Samat and San Vicente FTEZ Offices;
8. Assists in the maintenance of the TAMD Filing System and digitalization of incoming and outgoing files;
9. Coordinates with other Divisions/Departments for inquiries and follow-ups as deemed necessary; and
10. Performs other related tasks assigned by the Immediate Supervisor.

For your consideration.

Thank you.



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**FOR :** **ATTY. KAREN MAE G. SARINAS-BAYDO**  
ACOO, TEZ Management Sector

**FROM :** **HERNANDO A. ENAL**  
Manager, TEZ Assistance and Monitoring Department

**SUBJECT :** **Rehiring of Job Order for the period of March 01 to June 30, 2021**

**DATE :** **4 March 2021**

Relative to the Memorandum from the Manager of Administrative Services Department dated last 16 February 2021 with regards to the above subject, we respectfully submit to you the documentary requirement of Mr. Marron Tacapan and Ms. Fe Jane Cayao for the renewal/rehiring of Job Order Personnel in TEZ Assistance and Monitoring Department. For your reference, we have listed the duties and responsibilities of each personnel.

NAME	RATE PER DAY W/ 20% PREMIUM PAY	TASKS
Cayao, Fe Jane A.	P 603.71	<ol style="list-style-type: none"><li>1. Maintains the daily cleanliness of the office premises including furniture and fixture;</li><li>2. Washes and dries curtains and doormats;</li><li>3. Washes the dishes and conducts regular inventory of the kitchen utensils;</li><li>4. Takes care of the indoor and outdoor plants and conducts proper disposal of solid waste;</li><li>5. Reports any damaged/leakage on pipes, water and toilet facilities, electrical installation and an damaged furniture</li></ol>



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		<p>and fixture that needs immediate repair;</p> <p>6. Prepares Purchase Request for janitorial materials and conducts regular inventory of the same; performs any other tasks that may be assigned by the supervisor.</p>
Tacapan, Marron	P 720.77	<p>1. Assists in the preparation and documentation of department activities;</p> <p>2. Assists the manager in filing of records, and routes documents;</p> <p>3. Serves as the Coordinator of Mt. Samat and San Vicente Flagship TEZ;</p> <p>4. Receiving of documents via courier from Mt. Samat and San Vicente FTEZ;</p> <p>5. Sending of communication e-mails to TAMD and Flagship TEZs;</p> <p>6. Draft memoranda for internal and external communications;</p> <p>7. Performs other related tasks assigned by the immediate supervisor.</p>

For your consideration.

Thank you.