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(+632) 8249-5900 loc 625

hrdtieza@gmall.com

@ www.tleza.gov.ph

Kindly request from

Mr. Evel durantian

B Wft. Think.

FR

25-1/17 2021

MEMORANDUM

FOR

:

THE MANAGER

Corporate Planning Department

FROM

HE MANAGER

Human Resource Services Division

SUBJECT

:

MEDICAL CERTIFICATE OF MS. DEL ROSARIO

de

DATE

25 JANUARY 2021

Anent the email relative to above-subject, please be informed that the medical certificate emailed to us only stated the doctor's recommendation for WFH arrangement. However, we also need the <u>duration of Ms. Del Rosario's WFH arrangements</u> in view of her medical condition.

For your information and appropriate action.

CORPORATE PLANNING DEPARTMENT

RECEIVED

By:

Date: 1/25/21

Time: 38m



Fwd: Medical Certificate

From Kate Merino hrservices@tieza.gov.ph>

To <timekeeping@tieza.gov.ph>

Date 2021-01-10 23:01

Hi,

This is to forward the email (1 of 2) of Ms. Evelyn Del Rosario of COPD, for your perusal.

Kindly acknowledge upon receipt.

Thank you.

Kate Bernadette A. Merino Human Resource Management Officer I Administrative Services Department

Begin forwarded message:

From: evel del rosario <eveldr131@yahoo.com>

Subject: Medical Certificate

Date: January 8, 2021 at 12:40:49 PM GMT+8

To: hrservices@tieza.gov.ph, hrsd@tieza.gov.ph, compben@tieza.gov.ph

Cc: frjhortelano@gmail.com, pinky_bayot@yahoo.com

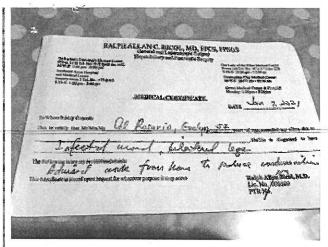
Dear Sir / Ma'am,

Submitting the required Doctor's Certificate as required by HR re WFH arrangement.

Thank you for your understanding.

God bless po,

Evelyn A. Del Rosario Sr. Strategic Planning Analyst Strategic Planning Division



Sent from my iPhone

Fwd: Medical Certificate



From Kate Merino hrservices@tieza.gov.ph>

To

<timekeeping@tieza.gov.ph>

Date

2021-01-10 23:01

Hi,

Forwarding you the email (2 of 2) of Ms. Evelyn Del Rosario of COPD.

For your perusal.

Thank you.

Kate

Begin forwarded message:

From: evel del rosario <eveldr131@yahoo.com>

Subject: Medical Certificate

Date: January 8, 2021 at 11:21:37 AM GMT+8

To: hrservices@tieza.gov.ph, hrsd@tieza.gov.ph, compben@tieza.gov.ph

Cc: Francis Randy Hortelano <frjhortelano@gmail.com>, anna leah bayot <pinky_bayot@yahoo.com>

Dear Ma'am / Sir,

As required by HR re wfh, attached is the Doctor's Certificate recommending I work from home due to my health condition.

Hoping for your full understanding and kindness.

Thank you.

God bless,

Evelyn Del Rosario Sr. Strategic Planning Analyst Strategic Planning Division

Sent from my iPhone