



## TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

| NAME                              | TO UNDERTAKE THE FOLLOWING TASK  | RATE/DAY<br>w/ 20% Pr-Pay | PERIOD OF EMPLOYMENT |                  | FUNDING/<br>CHARGES                               | OFFICE<br>ASSIGNMENT                               | ACKNOWLEDGMENT |
|-----------------------------------|--|---------------------------|----------------------|------------------|---|--|----------------|
|                                   |  |                           | FROM                 | TO               |   |  |                |
| 1. Abarquez, Carlo<br>Emmanuel L. | 1. Acts as canvasser of items to be purchase.<br>2. Maintenance in computer (PC trouble shooting) and CCTV set up<br>3. Conducts periodic check-up of all vehicles for maintenance and trouble shooting and prepares trip ticket for every travel made PR for fuel and oil needs of certain vehicle<br>4. Conducts periodic check-up of generator set, water pump and air conditioning units for maintenance and trouble shooting.<br>5. Drives service vehicles to ferry guest and employees during day off of assigned driver.<br>6. Performs other related tasks. | P679.96                   | March<br>01, 2021    | June 30,<br>2021 | Maintenance<br>and Other<br>Operating<br>Expenses | Gardens<br>of<br>Malasag<br>Eco-Tourism<br>Village |                |

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|----------------------|--|---------------------------|----------------------|---------------|--|--|----------------|
|                      |  |                           | FROM                 | TO            |  |  |                |
| 2. Amandy, Aldren C. | 1. Assists the resident manager to determine necessary repairs needed of the cottages and function hall.<br>2. Prepares lay out and requisition for materials needed for a certain repair.<br>3. Assist the resident manager to determine necessary repairs on electrical lines and connections within GMEV premises.<br>4. Sound system operator during functions<br>5. Performs other related tasks. | P641.51                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |                |

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|-----------------------|--|---------------------------|----------------------|---------------|--|--|--|
|                       |  |                           | FROM                 | TO            |  |  |  |
| 3. Artajo, Bernard S. | <ol style="list-style-type: none"><li>1. Feeds and Clean animals cages</li><li>2. Cleans the surrounding of the aviary and report any damages for repairs</li><li>3. Watchman of the hanging bridge.</li><li>4. Performs Tribal dance and participates in welcome dance and cultural show (Talaandig tribal musician ethnic/ indigenous musical instrument)</li><li>5. Waiter reliever when the needs arise</li><li>6. Performs other related tasks.</li></ol> | ₱603.71                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|---------------------|--|--------------------------|----------------------|---------------|--|--|---|
|                     |  |                          | FROM                 | TO            |  |  |   |
| 4. Artajo, Romel S. | <ol style="list-style-type: none"> <li>1. Cleans and prepares cottages, dormitory rooms and family rooms according to standards.</li> <li>2. Cleans and replace linens and toiletries of newly guest vacated cottages.</li> <li>3. Perform monthly inventory of supplies (linens, coffee, etc)</li> <li>4. Talaandig Tribal musician ethnic/ indigenous musical instrument and dancer for cultural show</li> <li>5. Performs other related tasks.</li> </ol> | ₱603.71                  | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|-----------------------|--|--------------------------|----------------------|---------------|--|--|-----------------------|
|                       |  |                          | FROM                 | TO            |  |  |                       |
| 5. Balanban, Vilma L. | <ol style="list-style-type: none"> <li>1. Cleans and prepares cottages, dormitory rooms and family rooms according to standards.</li> <li>2. Cleans and replace linens and toiletries of newly guest vacated cottages.</li> <li>3. Street sweeper around the vicinity of the cottages</li> <li>4. Perform tribal dance and participates in welcome dance and cultural show (Umayannnon tribe)</li> <li>5. Performs other related tasks.</li> </ol> | ₱603.71                  | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village | <i>Vilma Balanban</i> |

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|------------------|--|---------------------------|----------------------|---------------|--|--|--|
|                  |  |                           | FROM                 | TO            |  |  |  |
| 6. Banaag, Fe D. | 1. Alternate Restaurant Cashier and Front Office Clerk/Cashier<br>2. Responsible for guest check in and check out and maintains, updates reservation chart<br>3. Answer queries/phone including giving information<br>4. Receives payment, issues receipt and prepares daily collection report.<br>5. Prepares turn over sheet of accountable forms and change funds<br>6. Performs other related tasks. | ₱720.77                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|-----------------------|--|---------------------------|----------------------|------------------|---|--|---|
|                       |  |                           | FROM                 | TO               |   |  |   |
| 7. Fabre, Joselito D. | <ol style="list-style-type: none"> <li>1. Drives service vehicles to ferry guest and employees.</li> <li>2. Prepares trip ticket for every travel made</li> <li>3. Inform the RM of the periodic check-up needed of the service vehicle</li> <li>4. Prepares requisition slip to supply officer for fuel, oil and lubricants of vehicle used including tires when the need arise.</li> <li>5. Performs other related tasks.</li> </ol> | ₱679.96                   | March<br>01, 2021    | June 30,<br>2021 | Maintenance<br>and Other<br>Operating<br>Expenses | Gardens<br>of<br>Malasag<br>Eco-Tourism<br>Village |  |

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|----------------------|--|---------------------------|----------------------|---------------|--|--|--|
|                      |  |                           | FROM                 | TO            |  |  |  |
| 8. Gabao, Noretal I. | 1. Street and ground sweeper, toilet caretaker.<br>2. Alternate garbage collector around the village.<br>3. Performs tribal dance and participates in welcome dance and cultural show.<br>4. Performs other related tasks. | ₱603.71                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|-------------------------|---|---------------------------|----------------------|---------------|--|--|--|
|                         |   |                           | FROM                 | TO            |  |  |  |
| 9. Generale, Johnrey R. | <ol style="list-style-type: none"> <li>1. Present menus and takes order from customer.</li> <li>2. Sets table in accordance with laid down standards</li> <li>3. Takes charge in the preparation of the dining for reservation and booked function.</li> <li>4. Maintain cleanliness of the dining area.</li> <li>5. Performs other related tasks.</li> </ol> | P641.51                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|---------------------|---|---------------------------|----------------------|---------------|--|--|--|
|                     |   |                           | FROM                 | TO            |  |  |  |
| 10. Jamaca, Lito C. | <ol style="list-style-type: none"> <li>1. In-charge in the production of vegetables, herbs and flowers below the restaurant and its surrounding.</li> <li>2. Labels trees and flowers.</li> <li>3. Lawn mower and grass cutter operator on his area and street sweeper.</li> <li>4. Assists in ground and maintenance works.</li> <li>5. Performs other related tasks.</li> </ol> | ₱603.71                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|-------------------------|---|---------------------------|----------------------|---------------|--|--|----------------|
|                         |   |                           | FROM                 | TO            |  |  |                |
| 11. Jaraula, Teodora C. | 1. Receives payment and issues food check and official receipt and prepares daily report.<br>2. Prepares turn-over sheet of accountable forms and change funds<br>3. Forwards any unpaid bills to the front office and maintain cleanliness of cashier's booth.<br>4. Performs other related tasks. | ₱720.77                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village | <i>Teodora</i> |

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|-----------------------|---|---------------------------|----------------------|---------------|--|--|--|
|                       |   |                           | FROM                 | TO            |  |  |  |
| 12. Jemenia, Alven S. | <ol style="list-style-type: none"> <li>1. In-charge in beautification and maintenance of the flowers from gate entrance to crossing</li> <li>2. Lawn mower and grass cutter operator on his designated area and street sweeper.</li> <li>3. Provides assistance to waiter on disposing foods from restaurant to function hall.</li> <li>4. Performs other related tasks.</li> </ol> | P603.71                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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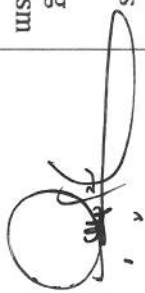
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|------------------------|---|---------------------------|----------------------|---------------|--|--|--|
|                        |   |                           | FROM                 | TO            |  |  |  |
| 13. Labadan, Joseph A. | <ol style="list-style-type: none"> <li>1. Supervise 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 leftovers.</li> <li>2. Prepares and cook food of all type either on a regular basis or functions with conformity to the set standards and specifications.</li> <li>3. Monitors the inventory and stock control of food equipment, supplies and ingredients and ensure its availability from time to time.</li> <li>4. Cleans the area before leaving the post</li> <li>5. Performs other related tasks.</li> </ol> | P764.02                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|-------------------------|---|---------------------------|----------------------|---------------|--|--|--|
|                         |   |                           | FROM                 | TO            |  |  |  |
| 14. Labininay, Jerry C. | 1. Construct small furniture like tables, chairs and other items needed at Malasag<br>2. Takes charge of all repair works of cottages/building and furniture including water lines and connections.<br>3. Operates the sound system and alternate waiter when there is function<br>4. Performs other related tasks. | ₱641.51                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|-----------------------|---|---------------------------|----------------------|---------------|--|--|---|
|                       |   |                           | FROM                 | TO            |  |  |   |
| 15. Lalocan, Mario M. | 1. In-charge of water pump and water line from source to GMEV.<br>2. In-charge in pruning of trees every Monday only.<br>3. Replace busted bulbs within GMEV perimeter per schedule<br>4. Performs other related tasks. | ₱603.71                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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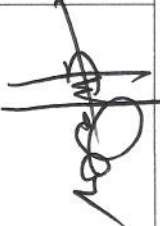
| NAME                   | TO UNDERTAKE THE FOLLOWING TASK   | RATE /DAY<br>w/ 20% Pr-Pay | PERIOD OF EMPLOYMENT |               | FUNDING/<br>CHARGES                      | OFFICE<br>ASSIGNMENT                   | ACKNOWLEDGMENT  |
|------------------------|---|----------------------------|----------------------|---------------|--|--|---|
|                        |   |                            | FROM                 | TO            |  |  |   |
| 16. Malin, Virgilio E. | 1. Garbage Collector around the vicinity of GMETV.<br>2. Maintains cleanliness and beautification of campground area and rose garden.<br>3. Performs tribal dance and participates in welcome dance and cultural show (Subanon tribe)<br>4. Performs other related tasks. | P603.71                    | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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## TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

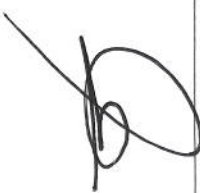
| NAME                      | TO UNDERTAKE THE FOLLOWING TASK  | RATE/DAY<br>w/ 20% Pr-Pay | PERIOD OF EMPLOYMENT |               | FUNDING/<br>CHARGES                      | OFFICE<br>ASSIGNMENT                   | ACKNOWLEDGMENT  |
|---------------------------|--|---------------------------|----------------------|---------------|--|--|---|
|                           |  |                           | FROM                 | TO            |  |  |   |
| 17. Montalba, Jovencio L. | <ol style="list-style-type: none"> <li>1. Purchases items base on market list received and/or purchase request.</li> <li>2. Coordinate with the cost controller in case of price differ from the PO to actual market price.</li> <li>3. Request cash advance for the supplies needed to be purchase.</li> <li>4. Liquidates receipts and cash excess/ refund to cashier after purchasing.</li> <li>5. Performs other related tasks.</li> </ol> | P720.77                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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## TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

### JOB ORDER


| NAME                  | TO UNDERTAKE THE FOLLOWING TASK  | RATE/DAY<br>w/ 20% Pr-Pay | PERIOD OF EMPLOYMENT |               | FUNDING/<br>CHARGES                      | OFFICE<br>ASSIGNMENT                   | ACKNOWLEDGMENT   |
|-----------------------|--|---------------------------|----------------------|---------------|--|--|--|
|                       |  |                           | FROM                 | TO            |  |  |  |
| 18. Navarro, Sammy J. | 1. In-charge the repair of the perimeter fence, beds, hanging bridge, chairs and tables.<br>2. Checks/repair water pump source and pipelines<br>3. Alternate water pump operator and sound system operator.<br>4. Alternate waiter when the need arise<br>5. Performs other related tasks. | P641.51                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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## TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

### JOB ORDER

| NAME                        | TO UNDERTAKE THE FOLLOWING TASK   | RATE/DAY<br>w/ 20% Pr-Pay | PERIOD OF EMPLOYMENT |                  | FUNDING/<br>CHARGES                               | OFFICE<br>ASSIGNMENT                               | ACKNOWLEDGMENT   |
|-----------------------------|---|---------------------------|----------------------|------------------|---|--|--|
|                             |   |                           | FROM                 | TO               |   |  |  |
| 19. Nilles, Lamberto Jr. P. | 1. Designates as swimming pool life guard.<br>2. Maintains the swimming pool equipment and cleanliness and treatment.<br>3. Monitor's the upkeep/cleanliness of swimming pool area.<br>4. Performs other related tasks. | P679.96                   | March<br>01, 2021    | June 30,<br>2021 | Maintenance<br>and Other<br>Operating<br>Expenses | Gardens<br>of<br>Malasag<br>Eco-Tourism<br>Village |  |

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## TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY JOB ORDER

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|-------------------------------|---|---------------------------|----------------------|---------------|--|--|--|
|                               |   |                           | FROM                 | TO            |  |  |  |
| 20. Pinagawa,<br>Sarawagan A. | 1. In-charge in the production of vegetables, herbs and flowers below the restaurant and its surrounding.<br>2. Labels trees and flowers.<br>3. Lawn mower and grass cutter operator on his designated area and street sweeper.<br>4. Performs other related tasks. | ₱603.71                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|----------------------|---|---------------------------|----------------------|---------------|--|--|--|
|                      |   |                           | FROM                 | TO            |  |  |  |
| 21. Rabadon, Amie E. | 1. Acts as Front Office Clerk/Cashier and manages bookings.<br>2. Acts as supply officer and prepares daily collections report.<br>3. Responsible for guest check in and check out.<br>4. Maintains and update reservation chart<br>5. Answer queries/phone call including giving information<br>6. Receives payment and issues receipt<br>7. Prepares/submits related reports as Front Office Cashier<br>8. Receives and inspect incoming supplies and maintains inventory of stocks and performs other related tasks. | P720.77                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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| NAME                    | TO UNDERTAKE THE FOLLOWING TASK  | RATE/DAY<br>w/ 20% Pr-Pay | PERIOD OF EMPLOYMENT |               | FUNDING/<br>CHARGES                      | OFFICE<br>ASSIGNMENT                   | ACKNOWLEDGMENT         |
|-------------------------|--|---------------------------|----------------------|---------------|--|--|------------------------|
|                         |  |                           | FROM                 | TO            |  |  |                        |
| 22. Sagi-iron, Mercy A. | 1. Maintains cleanliness and orderliness of the entire grounds at Malasag.<br>2. Street sweeper and toilet caretaker<br>3. Dishwasher reliever<br>4. Perform abaca weaving and participates in welcome dance and cultural show for guest (Umayamnon tribe)<br>5. Performs other related tasks. | P603.71                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village | <i>Mercy Sagi-iron</i> |

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|--------------------------|--|---------------------------|----------------------|---------------|--|--|---|
|                          |  |                           | FROM                 | TO            |  |  |   |
| 23. Salahag, Merydith L. | 1. Responsible for guest check in and check out and manage bookings<br>2. Maintain and update reservation chart<br>3. Answer queries/phone call including giving information<br>4. Receives payment and issues receipts<br>5. Prepares/submits related reports as Frons Officer Cashier<br>6. Performs tribal dance and participates in welcome dance and cultural show (Bukidnon Tribe) and performs other related tasks. | P720.77                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|-----------------------|--|---------------------------|----------------------|---------------|--|--|--|
|                       |  |                           | FROM                 | TO            |  |  |  |
| 24. Salmoro, Ricky F. | 1. In-charge of the beautification of the flowers in flower shower (in between of two function hall)<br>2. In-charge of propagating ornamental plants/seedling<br>3. Alternate kitchen aide<br>4. Lawn mower and grass cutter operator on his designated area<br>5. Performs other related tasks | ₱603.71                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|------------------------|--|---------------------------|----------------------|---------------|--|--|--|
|                        |  |                           | FROM                 | TO            |  |  |  |
| 25. Saquilabon, Emy H. | 1. Cooks and prepares food for a la carte and functions.<br>2. Chops and apportions meats and fish following established serving portion, properly arranging them in freezers for easy retrieval<br>3. Maintains food portion control and cleanliness of the kitchen area.<br>4. Performs other related tasks. | P679.96                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|-----------------------------|---|---------------------------|----------------------|------------------|---|--|----------------|
|                             |   |                           | FROM                 | TO               |   |  |                |
| 26. Sumonda,<br>Remedios S. | <ol style="list-style-type: none"> <li>1. Conduct cleaning and dusting of cottages, dormitory rooms and family rooms.</li> <li>2. Cleans and replace linens and toiletries of newly vacated cottages.</li> <li>3. Perform monthly inventory of supplies (linen, coffee, etc)</li> <li>4. Performs tribal dance and participates in welcome dance and cultural show. (Pulangihon /Bukidnon tribe)</li> <li>5. Performs other related tasks.</li> </ol> | ₱679.96                   | March<br>01, 2021    | June 30,<br>2021 | Maintenance<br>and Other<br>Operating<br>Expenses | Gardens<br>of<br>Malasag<br>Eco-Tourism<br>Village |                |

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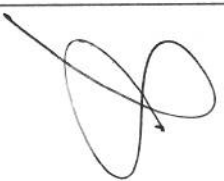
### JOB ORDER

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|------------------------|---|---------------------------|----------------------|---------------|--|--|--------------------|
|                        |   |                           | FROM                 | TO            |  |  |                    |
| 27. Tabian, Vanessa U. | 1. Washes dirty and other linens from cottages and function hall<br>2. Assist in cleaning the cottages and dormitory areas<br>3. Alternate dishwasher<br>4. Performs other related tasks. | ₱603.71                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village | <i>[Signature]</i> |

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|--------------------------|--|---------------------------|----------------------|---------------|--|--|--|
|                          |  |                           | FROM                 | TO            |  |  |  |
| 28. Torcende, Antonio L. | <ol style="list-style-type: none"> <li>1. Cooks and prepares food for a la carte and functions</li> <li>2. Chops and apportions meat and fish following established serving portion, properly arranging them in freezers for easy retrieval.</li> <li>3. Maintain food portion control and cleanliness of Kitchen area.</li> <li>4. Performs other related tasks.</li> </ol> | ₱679.96                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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|----------------------|---|---------------------------|----------------------|---------------|--|--|---|
|                      |   |                           | FROM                 | TO            |  |  |   |
| 29. Ugyab, Jobert D. | 1. Cleans and prepares cottages, dormitory rooms and family rooms according to standards.<br>2. Cleans and replace linens and toiletries of newly guest vacated cottages.<br>3. Assigned as helper of the carpenter when the need arise.<br>4. Perform tribal dance and participates in welcome dance and cultural show (Talaandig tribal musician ethnic/ indigenous musical instrument)<br>5. Performs other related tasks. | ₱603.71                   | March 01, 2021       | June 30, 2021 | Maintenance and Other Operating Expenses | Gardens of Malasag Eco-Tourism Village |  |

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Prepared by:

Certified as to the existence of Appropriation/Obligation:

Recommending Approval:

Approved:

**ROSANNA M. OLCADO**

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 Sector  
Date signed: \_\_\_\_\_

**MARK T. LAPID**

Chief Operating Officer  
Date signed: \_\_\_\_\_