



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : The ASSISTANT CHIEF OPERATING OFFICER
Administration and Finance Sector

THRU : The MANAGER
Financial Services Department

FROM : The ASSISTANT CHIEF OPERATING OFFICER
Assets Management Sector

SUBJECT : GMETV's Hazard Pay (GMETV)

DATE : September 13, 2021

This is to request the processing of Transfer of Fund amounting to Two Hundred Twelve Thousand Pesos (P212,000.00) representing Hazard Pay of the of Gardens of Malasag Eco-Tourism Village (GMETV) Permanent and Job Order personnel

Attached are the following for your references

- Memorandum from the Human Resource Services Division
- Copy of Daily Time Record

JETRO NICOLAS F. LOZADA 

MEMORANDUM

FOR : Manager, Operations Department

FROM : Manager, Human Resource Services Division

SUBJECT : COVID – 19 Hazard Pay for July 1-31, 2021

DATE : September 13, 2021

This is to request transfer of funds in the amount of **Two Hundred Twelve Thousand Pesos (P 212,000.00)** representing COVID – 19 Hazard Pay of the following regular employees and Job Order of Gardens of Malasag Eco-Tourism Village for the period **July 1 – 31, 2021**.

		JULY 01-15	JULY 16-31	NO.OF DAYS	TOTAL AMOUNT
1	ABARQUEZ, CARLO EMMANUEL	11.00	11.00	22.00	P 11,000.00
2	AMANDY, ALDREN	6.00	5.00	11.00	5,500.00
3	ARTAJO, BERNARD	6.00	5.00	11.00	5,500.00
4	ARTAJO, ROMEL	6.00	5.00	11.00	5,500.00
5	BALABAN, VILMA	6.00	5.00	11.00	5,500.00
6	BANAAG, FE	6.00	5.00	11.00	5,500.00
7	FABRE, JOSELITO	11.00	11.00	22.00	11,000.00
8	GABAO, NARITA	6.00	5.00	11.00	5,500.00
9	GENERALE, JOHNREY	6.00	5.00	11.00	5,500.00
10	JAMACA, LITO	6.00	5.00	11.00	5,500.00
11	JARAUULA, TEODORA	6.00	5.00	11.00	5,500.00
12	JEMINIA,ALVEN	6.00	5.00	11.00	5,500.00
13	LABADAN, JOSEPH	6.00	5.00	11.00	5,500.00
14	LABININAY, JERRY	6.00	5.00	11.00	5,500.00
15	LALOCAN, MARIO	6.00	5.00	11.00	5,500.00
16	MALIN, VIRGILIO	-	5.00	5.00	2,500.00
17	MONTALBA, JOVENCIO	6.00	5.00	11.00	5,500.00
18	NAVARRO, SAMMY	6.00	5.00	11.00	5,500.00
19	NILLES, LAMBERTO JR	6.00	5.00	11.00	5,500.00
20	PINAGAWA,SARAWAGAN	6.00	5.00	11.00	5,500.00
21	RABADON, AMIE	11.00	11.00	22.00	11,000.00

22	SAGIRON, MERCY	6.00	5.00	11.00	5,500.00
23	SALAHAG, MERYDITH	6.00	5.00	11.00	5,500.00
24	SALMORO, RICKY	6.00	5.00	11.00	5,500.00
25	SAQUILABON, EMY	6.00	5.00	11.00	5,500.00
26	SUMONDA, REMEDIOS	6.00	5.00	11.00	5,500.00
27	TABIAN, VANESSA	6.00	5.00	11.00	5,500.00
28	TORCENDE, ANTONIO	6.00	5.00	11.00	5,500.00
29	UGYAB, JOBERT	6.00	5.00	11.00	5,500.00
	TOTAL				₱ 173,000.00

1.	POLINAR, CHARISSA MAE	11.00	10.00	21.00	10,500.00
2.	QUIJADA,ARCELI DOLOROSA	11.00	12.00	23.00	11,500.00
3.	SALAAN, EDEN	11.00	6.00	17.00	8,500.00
4.	SIBI, JULIET	11.00	6.00	17.00	8,500.00
	TOTAL				₱ 39,000.00


JOSEFINA U. SORIANO