



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

**MEMORANDUM**

**FOR :** **JOSEFINA U. SORIANO**  
Manager, Human Resource Services Division  
Administrative Services Department

**THRU :** **ATTY. MARIA TERESA C. ALVAREZ**  
Manager, Operations Department

**FROM :** **RESIDENT MANAGER**  
Gardens of Malasag Eco Tourism Village

**SUBJECT :** **MONETIZATION**

**DATE :** **03 SEPTEMBER 2021**

*Handwritten signature: T. Alvarez 9/15*

This is to request for 10 days vacation leave credits monetization of two (2) regular employees of GMETV namely:

Arceli Dolorosa C. Quijada  
Eden V. Salaan

Senior Corporate Accounts Analyst  
Hotel/Resort Operations Officer

Hoping for your kind consideration and approval.

**MA. CARMELA LV. MARQUEZ**



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY  
GARDENS OF MALASAG ECO-TOURISM VILLAGE



PAYROLL - MONETIZATION

	NAME	BASIC	MONETIZATION # DAYS	MONETIZATION FACTOR	TOTAL	SIGNATURE	
1	QUIJADA, ARCELL DOLOROSA C.	31,292.00	10	0.0481927	15,080.46		1
2	SALAAN, EDEN V.	25,232.00	10	0.0481927	12,159.98		2
	TOTAL				27,240.44		

I hereby certify on my official oath  
that this payroll is correct & services  
had been rendered as stated.

Approved for payment:

I certify on my official oath that I had paid to each  
employee whose names appears on the above  
having signed or marked their name.

  
**CHARISSA MAE C. POLINAR**  
Personnel Officer

  
**MA. CARMELA LV. MARQUEZ**  
Resident Manager

  
**JULIET L. SIBI**  
Special Disbursing Officer



**REPUBLIC OF THE PHILIPPINES**  
**Tourism Infrastructure and Enterprise Zone Authority**  
**Pasay City**

**APPLICATION FOR LEAVE**

1. DEPARTMENT/DIVISION	2. ID NO.	NAME (Last)	(First)	(Middle)
OPED-GMETV	1900	QUIJADA	ARCELI DOLOROSA	CALMA
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)		
September 03, 2021	Sr. Corp. Accounts Analyst	31,292.00		

**DETAILS OF APPLICATION**

<p>6. a) TYPE OF LEAVE</p> <p><input type="checkbox"/> Vacation Reason _____</p> <p><input type="checkbox"/> Sick <input type="checkbox"/> Maternity/Paternity <input type="checkbox"/> Monetization <input checked="" type="checkbox"/> Others (Specify) <b>MONETIZATION</b></p> <p>6. c) NUMBER OF WORKING/CALENDAR DAYS APPLIED FOR : <b>10 DAYS</b> From : _____ To : _____</p>	<p>6. b) WHERE LEAVE WILL BE SPENT :</p> <p>IN CASE OF VACATION LEAVE <input type="checkbox"/> Within the Philippines <input type="checkbox"/> Abroad (Specify) _____</p> <p>IN CASE OF SICK LEAVE <input type="checkbox"/> In Hospital (Specify) _____ <input type="checkbox"/> Out Patient (Specify) _ AT HOME ONLY</p> <p>6. d) COMMUTATION <input type="checkbox"/> Requested <input type="checkbox"/> Not Requested</p>
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\_\_\_\_\_  
(Signature of Applicant)

**DETAILS OF ACTION ON APPLICATION**

<p>7. a) CERTIFICATION OF LEAVE CREDITS As of _____</p> <table border="1"><thead><tr><th>Vacation</th><th>Sick</th><th>Total</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td>Days</td><td>Days</td><td>Days</td></tr></tbody></table>	Vacation	Sick	Total				Days	Days	Days	<p>7. b) RECOMMENDATION <input type="checkbox"/> Approval _____ <input type="checkbox"/> Disapproval due to _____</p>
Vacation	Sick	Total								
Days	Days	Days								

**ABIGAIL R. PERCELA**

HRM Officer IV  
Human Resource Services Division

**MA. CARMELA LV. MARQUEZ**

(Department Head)

<p>7. c) APPROVED FOR :</p> <p>_____ days with pay _____ days without pay _____ SL charged to VL</p>	<p>7. d) BALANCE AFTER THIS LEAVE</p> <p>_____ Vacation _____ Sick</p>
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**JOSEFINA U. SORIANO**

Manager, Human Resource Services Division  
Administrative Services Department

DATE :

**PLEASE SEE INSTRUCTIONS AT THE BACK**





**REPUBLIC OF THE PHILIPPINES**  
**Tourism Infrastructure and Enterprise Zone Authority**  
**Pasay City**

**APPLICATION FOR LEAVE**

1. DEPARTMENT/DIVISION	2. ID NO.	NAME (Last)	(First)	(Middle)
OPED-GMETV	3084	SALAAN	EDEN	VILLANUEVA
3. DATE OF FILING	4. POSITION		5. SALARY (Monthly)	
September 03, 2021	HROO B		25,232.00	

**DETAILS OF APPLICATION**

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