

	7	
1. Abarquez, Carlo Emmanuel L.		NAME
 Acts as canvasser of items to be purchase. Maintenance in computer (PC trouble shooting) and CCTV set up 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 Conducts periodic check-up of generator set, water pump and air conditioning units for maintenance and trouble shooting. Drives service vehicles to ferry guest and employees during day off of assigned driver. Performs other related tasks. 		TO UNDERTAKE THE FOLLOWING TASK
P679.96		RATE/DAY w/ 20% PrPay
March 01, 2021	FROM	PERIOD OF EMPLOYMENT
June 30, 2021	To	EMPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Gardens of Malasag Eco-Tourism Village		OFFICE ASSIGNMENT
		ACKNOWLEDGMENT

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	Gardens of Malasag Eco-Tourism Village	Maintenance and Other Operating Expenses	June 30, 2021	March 01, 2021	₽641.51	 Assists the resident manager to determine necessary repairs needed of the cottages and function hall. Prepares lay out and requisition for materials needed for a certain repair. Assist the resident manager to determine necessary repairs on electrical lines and connections within GMETV premises. Sound system operator during functions Performs other related tasks. 	2. Amandy, Aldren C.
}							TO ALD DESIGNATION TO THE PERSON NAMED TO A PROPERTY OF THE PERSON NAMED TO A POST OF THE PERSON
			OI	FROM			
ACKNOWLEDGMENT	OFFICE ASSIGNMENT	FUNDING/ CHARGES	OF EMPLOYMENT	PERIOD OF I	RATE/DAY w/20% PrPay	TO UNDERTAKE THE FOLLOWING TASK	NAME

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	3. Artajo, Bernard S.		NAME
report any damages for repairs 3. Watchman of the hanging bridge. 4. Performs Tribal dance and participates in welcome dance and cultural show (Talaandig tribal musician ethnic/indigenous musical instrument) 5. Waiter reliever when the needs arise 6. Performs other related tasks.	Feeds and Clean animals cages		TO UNDERTAKE THE FOLLOWING TASK
	₽603.71	2	RATE/DAY PERIOD w/ 20% PrPay
01, 2021	March	FROM	PERIOD OF I
7021	June 30,	TO	OF EMPLOYMENT
Operating Expenses	Maintenance		FUNDING/ CHARGES
Malasag Eco-Tourism Village	Gardens		OFFICE
A A)		ACKNOWLEDGMENT

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4. Artajo, Romel S.		NAME
 Cleans and prepares cottages, dormitory rooms and family rooms according to standards. Cleans and replace linens and toiletries of newly guest vacated cottages. Perform monthly inventory of supplies (linens, coffee, etc) Talaandig Tribal musician ethnic/endigenous musical instrument and dancer for cultural show Performs other related tasks. 		TO UNDERTAKE THE FOLLOWING TASK
₽603.71		RATE/DAY PERIOD w/ 20% PrPay
March 01, 2021	FROM	PERIOD OF E
June 30, 2021	TO	OF EMPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Gardens of Malasag Eco-Tourism Village		OFFICE ASSIGNMENT
		ACKNOWLEDGMENT

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		5. Balanban, Vilma L.		NAME
cottages 4. Perform tribal dance and participates in welcome dance and cultural show (Umayamnon tribe) 5. Performs other related tasks.	standards. 2. Cleans and replace linens and toiletries of newly guest vacated cottages. 3. Street sweeper around the vicinity of the	1. Cleans and prepares cottages, dormitory		TO UNDERTAKE THE FOLLOWING TASK
		₽603.71		RATE/DAY PERIOD w/ 20% PrPay
	01, 2021	March	FROM	PERIOD OF E
	2021	June 30,	TO	OF EMPLOYMENT
	and Other Operating Expenses	Maintenance		FUNDING/
	of Malasag Eco-Tourism Village	ns		OFFICE
		Whoa Palatan		ACKNOWLEDGMENT

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6. Banaag, Fe D.		NAME
 Alternate Restaurant Cashier and Front Office Clerk/Cashier Responsible for guest check in and check out and maintains, updates reservation chart Answer queries/phone including giving information Receives payment, issues receipt and prepares daily collection report. Prepares turn over sheet of accountable forms and change funds Performs other related tasks. 		TO UNDERTAKE THE FOLLOWING TASK
₽720.77		RATE/DAY w/ 20% PrPay
March 01, 2021	FROM	PERIOD OF E
June 30, 2021	TO	PERIOD OF EMPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Gardens of Malasag Eco-Tourism Village		OFFICE ASSIGNMENT
Amare		ACKNOWLEDGMENT

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oselito D. 1. Drives service vehicles to ferry guest and employees. 2. Prepares trip ticket for every travel made 3. Inform the RM of the periodic check-up needed of the service vehicle 4. Prepares requisition slip to supply officer for fuel, oil and lubricants of vehicle used including tires when the need arise. 5. Performs other related tasks. RATE/DAY PERIOD OF EMPLOYMENT FUNDING/ w/20% PPPay FROM TO FROM TO June 30, and Other of Operating made Operating made Operating made Eco-Tourism Eco-Tourism Eco-Tourism Eco-Tourism Village Operation Eco-Tourism Operation Operation Eco-Tourism Operation Operation Eco-Tourism Operation Operation Eco-Tourism Operation Operation Operation Eco-Tourism Operation					to all and on the state of the	ince of any or all of th	The said job order shall automatically cease upon its expiration as stipulated above, unless renewed. However, services of any or all of the above, named can be terminated actions to the control of the	said job order shall automatically ceas	The
1. Drives service vehicles to ferry guest and employees. 2. Prepares trip ticket for every travel made 3. Inform the RM of the periodic check-up needed of the service vehicle 4. Prepares requisition slip to supply officer for fuel, oil and lubricants of vehicle used including tires when the							5. Performs other related tasks.		
1. Drives service vehicles to ferry guest and employees. 2. Prepares trip ticket for every travel made 3. Inform the RM of the periodic check-up needed of the service vehicle 4. Prepares requisition slip to supply officer for fuel, oil and lubricants of RATE/DAY RATE/DAY RATE/DAY REPROV PERIOD OF EMPLOYMENT CHARGES FROM TO TO Maintenance Operating Expenses Operating Expenses							vehicle used including tires when the		
1. Drives service vehicles to ferry guest and employees. 2. Prepares trip ticket for every travel made 3. Inform the RM of the periodic check-up needed of the service vehicle TO UNDERTAKE THE FOLLOWING TASK RATE/DAY PERIOD OF EMPLOYMENT CHARGES FROM TO O1, 2021 June 30, and Other Operating Expenses Expenses									
1. Drives service vehicles to ferry guest and employees. 2. Prepares trip ticket for every travel made 3. Inform the RM of the periodic check-up RATE/DAY w/ 20% PrPay w/ 20% PrPay FROM TO FROM TO CHARGES FROM TO O1, 2021 2021 and Other Operating Expenses		(
1. Drives service vehicles to ferry guest and employees. 2. Prepares trip ticket for every travel made RATE/DAY w/ 20% PrPay w/ 20% PrPay FROM TO PERIOD OF EMPLOYMENT CHARGES FROM TO CHARGES Head of the proposed of t		Village							
1. Drives service vehicles to ferry guest and employees. 2. Prepares trip ticket for every travel	m ~	Eco-Touri					made		
1. Drives service vehicles to ferry guest and employees. RATE/DAY PERIOD OF EMPLOYMENT FUNDING/ CHARGES FROM TO CHARGES FROM TO FROM TO O1, 2021 2021 and Other FROM TO CHARGES TO CHARGES O1, 2021 2021 and Other FROM TO CHARGES A period of Employment Funding/ CHARGES CHARGES A period of Employment CHARGES CHARGES CHARGES A period of Employment CHARGES CHARGES A period of Employment CHARGES CHARGES A period of Employment CHARGES CHARGES A period of Employment CHARGES CHARGES CHARGES CHARGES A period of Employment CHARGES CHARGES A period of Employment CHARGES A period of Employment CHARGES A period of Employment CHARGES CHARGES CHARGES A period of Employment CHARGES CHAR	q	Malasa	Operating						
1. Drives service vehicles to ferry guest and 1. Drives service veh		of	and Other	2021	01, 2021				
TO UNDERTAKE THE FOLLOWING TASK RATE/DAY PERIOD OF EMPLOYMENT FUNDING/ w/ 20% PrPay FROM TO CHARGES	SI	Garder	Maintenance	June 30,	March	₽679.96	1. Drives service vehicles to ferry guest and	7. Fabre, Joselito D.	7
TO UNDERTAKE THE FOLLOWING TASK RATE/DAY PERIOD OF EMPLOYMENT FUNDING/ W/ 20% PrPay CHARGES				TO	FROM				
TO UNDERTAKE THE FOLLOWING TASK RATE/DAY PERIOD OF EMPLOYMENT FUNDING/	T	ASSIGNME	CHARGES			w/ 20% PrPay			
	(1)	OFFICI	FUNDING/	MPLOYMENT	PERIOD OF E	RATE/DAY	TO UNDERTAKE THE FOLLOWING TASK	NAME	

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8. Gabao, Noreta I.		NAME	
 Street and ground sweeper, toilet caretaker. Alternate garbage collector around the village. Performs tribal dance and participates in welcome dance and cultural show. (Tigwahanon tribe) Performs other related tasks. 		TO UNDERTAKE THE FOLLOWING TASK	
₽603.71		RATE/DAY w/ 20% PrPay	
March 01, 2021	FROM	RATE/DAY PERIOD OF EMPLOYMENT w/ 20% PrPay	
June 30, 2021	TO	MPLOYMENT	
Maintenance and Other Operating Expenses	T FUNDING/ CHARGES		
Gardens of Malasag Eco-Tourism Village		OFFICE ASSIGNMENT	
A. Contraction of the contractio		ACKNOWLEDGMENT	

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9. Generale, Johnrey R.	NAME
 Present menus and takes order from customer. Sets table in accordance with laid down standards Takes charge in the preparation of the dining for reservation and booked function. Maintain cleanliness of the dining area. Performs other related tasks. 	TO UNDERTAKE THE FOLLOWING TASK
P641.51	RATE/DAY PERIOD W/ 20% PrPay FROM
March 01, 2021	PERIOD OF E
June 30, 2021	OF EMPLOYMENT TO
Maintenance and Other Operating Expenses	FUNDING/ CHARGES
Gardens of Malasag Eco-Tourism Village	OFFICE ASSIGNMENT
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10. Jamaca, Lito C.		NAME
5 4 32 1		To
In-charge in the production of vegetables, herbs and flowers below the restaurant and its surrounding. Labels trees and flowers. Lawn mower and grass cutter operator on his area and street sweeper. Assists in ground and maintenance works. Performs other related tasks.		TO UNDERTAKE THE FOLLOWING TASK
₽603.71		RATE/DAY PERIOD w/ 20% PrPay
March 01, 2021	FROM	PERIOD OF E
June 30, 2021	TO	OF EMPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
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		ACKNOWLEDGMENT

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Jones.	Gardens of Malasag Eco-Tourism Village	Maintenance and Other Operating Expenses	June 30, 2021	March 01, 2021	₽720.77	 Receives payment and issues food check and official receipt and prepares daily report. Prepares turn-over sheet of accountable forms and change funds Forwards any unpaid bills to the front office and maintain cleanliness of cashier's booth. Performs other related tasks. 	11. Jaraula, Teodora C.
			TO	FROM			
ACKNOWLEDGMENT	OFFICE ASSIGNMENT	FUNDING/ CHARGES	RATE/DAY PERIOD OF EMPLOYMENT w/ 20% PrPay	PERIOD OF E	RATE/DAY w/20% PrPay	TO UNDERTAKE THE FOLLOWING TASK	NAME

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						12. Jemenia, Alven S.		NAME
4. Performs other related tasks.	disposing foods from restaurant to function hall.	sweeper. 3. Provides assistance to waiter on	on his designated area and street	entrance to crossing	maintenance of the flowers from gate	1. In-charge in beautification and		TO UNDERTAKE THE FOLLOWING TASK
						₽603.71		RATE/DAY w/ 20% PrPay
		ŽI.			01, 2021	March	FROM	PERIOD OF I
					2021	June 30,	TO	PERIOD OF EMPLOYMENT
			Expenses	Operating	and Other	Maintenance		FUNDING/ CHARGES
		ı	Eco-Tourism Village	Malasag	of	Gardens		OFFICE ASSIGNMENT
					7	61		ACKNOWLEDGMENT

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13. Labadan, Joseph A.		NAME
13. Labadan, Joseph A. 1. Supervise and coordinates cooking/ kitchen activities with the food cost, variety and cycle of menus, palatability and presentation of food and utilization of leftovers. 2. Prepares and cook food of all type either on a regular basis or functions with conformity to the set standards and specifications. 3. Monitors the inventory and stock control of food equipment, supplies and ingredients and ensure its availability from time to time. 4. Cleans the area before leaving the post 5. Performs other related tasks.		TO UNDERTAKE THE FOLLOWING TASK
P764.02		RATE/DAY w/ 20% PrPay
March 01, 2021	FROM	PERIOD OF E
June 30, 2021	10	PERIOD OF EMPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Gardens of Malasag Eco-Tourism Village		OFFICE ASSIGNMENT
		ACKNOWLEDGMENT

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14. Labininay, Jerry C.		NAME
 Construct small furniture like tables, chairs and other items needed at Malasag Takes charge of all repair works of cottages/building and furniture including water lines and connections. Operates the sound system and alternate waiter when there is function Performs other related tasks. 	7	TO UNDERTAKE THE FOLLOWING TASK
1 641.51		RATE/DAY w/20% PrPay
March 01, 2021	FROM	PERIOD OF
June 30, 2021	ТО	PERIOD OF EMPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Gardens of of Malasag Eco-Tourism Village		OFFICE ASSIGNMENT
		ACKNOWLEDGMENT

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	Gardens of Malasag Eco-Tour ism Village	Maintenance and Other Operating Expenses	June 30, 2021	March 01, 2021	₽603.71	 In-charge of water pump and water line from source to GMETV. In-charge in pruning of trees every Monday only. Replace busted bulbs within GMETV perimeter per schedule Performs other related tasks. 	15. Lalocan, Mario M.
			ТО	FROM			
ACKNOWLEDGMENT	OFFICE ASSIGNMENT	FUNDING/ CHARGES	RATE/DAY PERIOD OF EMPLOYMENT w/ 20% PrPay	PERIOD OF	RATE/DAY w/ 20% PrPay	TO UNDERTAKE THE FOLLOWING TASK	NAME

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		17. Montalba, Jovencio L.		NAME
 Request cash advance for the supplies needed to be purchase. Liquidates receipts and cash excess/ refund to cashier after purchasing. Performs other related tasks. 	received and/or purchase request. 2. Coordinate with the cost controller in case of price differ from the PO to actual market price.	17. Montalba, Jovencio L. 1. Purchases items base on market list		TO UNDERTAKE THE FOLLOWING TASK
		₽720.77		RATE/DAY w/ 20% PrPay
	01, 2021	March	FROM	PERIOD
	2021	June 30,	TO	OF EMPLOYMENT
	and Other Operating Expenses	Maintenance		FUNDING/ CHARGES
	of Malasag Eco-Tourism Village	Gardens		OFFICE ASSIGNMENT
		Ó		ACKNOWLEDGMENT

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	18. Navarro, Sammy J.		NAME
tables. 2. Checks/repair water source and pipelines 3. Alternate water pump operator and sound system operator. 4. Alternate waiter when the need arise 5. Performs other related tasks.	 In-charge the repair of the perimeter fence, beds, hanging bridge, chairs and 		TO UNDERTAKE THE FOLLOWING TASK
	P 641.51		RATE/DAY PERIOD w/ 20% PrPay
	March 01, 2021	FROM	PERIOD OF
	June 30, 2021	TO TO	OF EMPLOYMENT
Operating Expenses	Maintenance and Other		FUNDING/ CHARGES
Malasag Eco-Tourism Village	Gardens of		OFFICE ASSIGNMENT
1)	ACKNOWLEDGMENT

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

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NAME TO UN	PERIOD OF E	MPLOYMENT	FUNDING/ CHARGES	OFFICE ASSIGNMENT
20. Pinagawa, Sarawagan A. 2. Labels tr 3. Lawn mo on his de sweeper	March 01, 2021	June 30, 2021	Mainte and O Opera Exper	nance ther ting nses
	RATE/DAY w/20% PrPay #603.71	RATE/DAY PERIOD OF E w/20% PrPay FROM P603.71 March 01, 2021	FROM March 01, 2021	PERIOD OF EMPLOYMENT FROM TO March 01, 2021 June 30, N
1. In-charge in the production of vegetables, herbs and flowers below the restaurant and its surrounding. 2. Labels trees and flowers. 3. Lawn mower and grass cutter operator on his designated area and street sweeper. 4. Performs other related tasks.		FROM FROM March 01, 2021	FROM TO FROM June 30, 01, 2021 2021	

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21. Rabadon, Amie E. 1. Acts as manag 2. Acts as collect 3. Respondent 4. Maintz 5. Answe giving 6. Receiv 7. Prepant Front 8. Receiv and m perfor		NAME TO UN
 Acts as Front Office Clerk/Cashier and manages bookings. Acts as supply officer and prepares daily collections report. Responsible for guest check in and check out. Maintains and update reservation chart 5. Answer queries/phone call including giving information Receives payment and issues receipt 7. Prepares/submits related reports as Front Office Cashier Receives and inspect incoming supplies and maintains inventory of stocks and performs other related tasks. 		TO UNDERTAKE THE FOLLOWING TASK
₽720.77		RATE/DAY w/ 20% PrPay
March 01, 2021	FROM	RATE/DAY PERIOD OF EMPLOYMENT w/ 20% PrPay
June 30, 2021	ТО	MPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Gardens of Malasag Eco-Tourism Village		OFFICE ASSIGNMENT
Remote		ACKNOWLEDGMENT

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Maintenance Gardens	
and Other of Operating Malasag	
sm	m march Jagillan
	Gardens of Malasag Eco-Tourisn Village

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23. Salahag, Merydith L.		NAME
 Responsible for guest check in and check out and manage bookings Maintain and update reservation chart Answer queries/phone call including giving information Receives payment and issues receipts Prepares/submits related reports as Frons Officer Cashier Performs tribal dance and participates in welcome dance and cultural show (Bukidnon Tribe) and performs other related tasks. 		TO UNDERTAKE THE FOLLOWING TASK
₽720.77		RATE/DAY w/ 20% PrPay
March 01, 2021	FROM	PERIOD
June 30, 2021	TO	OF EMPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Gardens of Malasag Eco-Tourism Village		OFFICE ASSIGNMENT
J. C.		ACKNOWLEDGMENT

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	24. Salmoro, Ricky F.		NAME
two function hall) 2. In-charge of propagating ornamental plants/seedling 3. Alternate kitchen aide 4. Lawn mower and grass cutter operator on his designated area 5. Performs other related tasks	1. In-charge of the beautification of the		TO UNDERTAKE THE FOLLOWING TASK
	₽603.71		RATE/DAY w/ 20% PrPay
01, 2021	March	FROM	PERIOD OF E
1707	June 30,	TO	OF EMPLOYMENT
Operating Expenses	Maintenance		FUNDING/ CHARGES
or Malasag Eco-Tourism Village	Gardens		OFFICE ASSIGNMENT
			ACKNOWLEDGMENT
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NAME TO UNI	TO UNDERTAKE THE FOLLOWING TASK		RATE/DAY w/ 20% PrPay	PERIOD	RATE/DAY PERIOD OF EMPLOYMENT w/ 20% PrPay	PERIOD
			5	FROM	П	FROM TO
uilabon, Emy H. 1. Cooks and pre	25. Saquilabon, Emy H. 1. Cooks and prepares food for a la carte and functions.	₽679.96	6)6 March 01, 2021		March 01, 2021
following esta properly arran easy retrieval 3. Maintains food cleanliness of 4. Performs othe	 Chops and apportions meats and rish following established serving portion, properly arranging them in freezers for easy retrieval Maintains food portion control and cleanliness of the kitchen area. Performs other related tasks. 					Expenses

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26. Sumonda, Remedios S.		NAME
 Conduct cleaning and dusting of cottages, dormitory rooms and family rooms. Cleans and replace linens and toiletries of newly vacated cottages. Perform monthly inventory of supplies (linen, coffee, etc) Performs tribal dance and participates in welcome dance and cultural show. (Pulangihon / Bukidnon tribe) Performs other related tasks. 		TO UNDERTAKE THE FOLLOWING TASK
₽679.96		RATE/DAY w/ 20% PrPay
March 01, 2021	FROM	RATE/DAY PERIOD OF EMPLOYMENT w/ 20% PrPay
June 30, 2021	ТО	MPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Gardens of Malasag Eco-Tourism Village		OFFICE ASSIGNMENT
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27. Tabian, Vanessa U. 1. Was cotta 2. Assi dorr 3. Alte 4. Perf		NAME TO
 Washes dirty and other linens from cottages and function hall Assist in cleaning the cottages and dormitory areas Alternate dishwasher Performs other related tasks. 		TO UNDERTAKE THE FOLLOWING TASK
2 603.71	RATE/DAY w/ 20% PrPay	
March 01, 2021	FROM	
June 30, 2021	TO	PERIOD OF EMPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Gardens of Malasag Eco-Tourism Village		OFFICE
Total Total		ACKNOWLEDGMENT

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28. Torcende, Antonio L.	NAME	
 Cooks and prepares food for a la carte and functions Chops and apportions meat and fish following established serving portion, properly arranging them in freezers for easy retrieval. Maintain food portion control and cleanliness of Kitchen area. Performs other related tasks. 		TO UNDERTAKE THE FOLLOWING TASK
₽679.96		RATE/DAY w/20% PrPay
March 01, 2021	FROM	PERIOD OF
June 30, 2021	TO	RATE/DAY PERIOD OF EMPLOYMENT w/ 20% PrPay
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29. U		
29. Ugyab, Jobert D.		NAME
 Cleans and prepares cottages, dormitory rooms and family rooms according to standards. Cleans and replace linens and toiletries of newly guest vacated cottages. Assigned as helper of the carpenter when the need arise. Perform tribal dance and participates in welcome dance and cultural show (Talaandig tribal musician ethnic/indigenous musical instrument) Performs other related tasks. 		TO UNDERTAKE THE FOLLOWING TASK
₽603.71		RATE/DAY w/ 20% PrPay
March 01, 2021	FROM	PERIOD OF I
June 30, 2021	TO	OF EMPLOYMENT
Maintenance and Other Operating Expenses		FUNDING/ CHARGES
Gardens of Malasag Eco-Tourism Village		OFFICE ASSIGNMENT
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Prepared by:

Certified as to the existence of Appropriation/Obligation:

Recommending Approval:

Approved:

ROSANNA M. OLGADO

Manager
Administrative Services Department
Date signed:

RODOLFO E. ANCHETA

Manager
Financial Services Department
Date signed:

MARK T. LAPID

Chief Operating Officer

Date signed:

Assistant Chief Operating Officer Asset Management Sector

JETRO NICOLAS F. LOZADA