

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

MEMORANDUM

TO

The Resident Manager

Gardens of Malasag Eco Tourism Village

FROM

The Assistant Chief Operating Officer

Assets Management Sector

SUBJECT

AUTHORITY TO DISBURSE

DATE

September 16, 2021

You are authorized to disburse from your Operating Fund the amount of TWELVE THOUSAND ONE HUNDRED FIFTY NINE PESOS & 98/100 (P12,159.98) as Monetization of Leave Credits of Ms. Eden Salaan as of August 2021.

The amount shall be replenished in the next release of your operating fund

The attached documents are for your reference.

- > Memorandum from Human Resources Division
- > Application for leave
- Request Letter of Ms. Eden Salaan

JETRO NICOLAS F. LOZADA





Republic of the Philippines Tourism Infrastructure & Enterprise Zone Authority

MEMO TO : The Manager

Operations Department

Human Resource Services Division

The Manager

FROM

DATE : September 16, 2021

This is to request transfer of fund in the amount of Twelve Thousand One Hundred Fifty Nine Pesos and 98/100 (£12,159.98) of Ms. Eden V. Salaan of Garden of Malasag Eco Tourism Village (GMETV), representing Monetization of leave credits as of August 2021

JOSEFINA U. SORIANO

©Eva/payroll-doc MEMOS/transmittalmem





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



PAYROLL - MONETIZATION

		2	1	
		2 SALAAN, EDEN V.	QUIJADA, ARCELI DOLOROSA C.	NAME
	TOTAL	25,232.00	31,292.00	BASIC
		10	10	MONETIZATION # DAYS
		0.0481927	0.0481927	MONETIZATION FACTOR
	(27,240.44)	12,159.98	15,080.46	TOTAL
			Not quantied	SIGNATURE
		2	1	

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

Approved for payment:

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

MA. CARMELA LV. MARQUEZ Resident Manager

Special Disbursing Officer JULIET L. SIBI

CHARISSA MAE C. POLINAR Personnel Officer

CSC Form No. 6 Revised 1984



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				EDEN	VILLANUEVA	
3 DATE OF FILING	4. POSITION			5. SALARY (Monthly)		
September 03, 2021 HROO B				25,232.00	Marie 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	D	ETAILS OF APPLI	CAT			
6. a) TYPE OF LEAVE Vacation Reason Sick Maternity/Paternity Monetization Others (Specify) MONETIZATION 6. c) NUMBER OF WORKING/CALENDAR DAYS APPLIED FOR: To:			6. b) WHERE LEAVE WILL BE SPENT: IN CASE OF VACATION LEAVE Within the Philippines Abroad (Specify) IN CASE OF SICK LEAVE In Hospital (Specify) Out Patient (Specify) _ AT HOME ONLY 6. d) COMMUTATION Requested Not Requested			
		-	(Signature of Applicant)			
		OF ACTION ON	APPI	LICATION	and the second second	
7. a) CERTIFICATION OF LEAVE CREDITS As of 2021 Vacation Sick Total 20.69 45.958 (4.588) Days Days Days ABIGAIL R. PERCELA HRM Officer IV Human Resource Services Division				OMMENDATION Approval Disapproval due to MA. CARMELA LV. (Department H	MARQUEZ	
7. c) APPROVED FOR :			BALA	NCE AFTER THIS LE	AVE	
t0days	with pay			Vacation		
	without pay			Sick		
JOSEFINA U. SORIANO						

Manager, Human Resource Services Division Administrative Services Department

DATE:

CSC Form No. 6 Revised 1984



REPUBLIC OF THE PHILIPPINES

Tourism Infrastructure and Enterprise Zone Authority
Pasay City

APPLICATION FOR LEAVE

1 DEPARTMENT/DIVISION	2 ID NO	NAME (I	set)	(First)		77 F****T*******************************	
OPED-GMETY	3084	SALA		EDEN	т	(Middle)	
3. DATE OF FILING	4. POSITIO			5 SALARY (N		VILLANUEVA	
September 03, 2021		HROO B			232.00		
			A1227 (0A10		-52.00		
6. a) TYPE OF LEAVE Vacation Reason Sick Maternity/Paternity Monetization Others (Specify) MONETIZATION 6. c) NUMBER OF WORKING/CALENDAR DAYS APPLIED FOR: 10 DAYS From: To:			6. b) WHERE LEAVE WILL BE SPENT: IN CASE OF VACATION LEAVE Within the Philippines Abroad (Specify) IN CASE OF SICK LEAVE In Hospital (Specify) Out Patient (Specify) _ AT HOME ONLY 6. d) COMMUTATION Requested Not Requested				
7 a) CERTIFICATION OF LE	DETAIL	SOFACTIC		LICATION	re of Applic	eant)	
7. a) CERTIFICATION OF LEA As of Hug '	2021	Total (c. 588		OMMENDATIO Approval Disapproval du			
ABJGAIL R.	PERCELA	Days	N	IA. CARMEL	- Contract		
HRM Officer IV Human Resource Services Division			(Department Head)				
7. c) APPROVED FOR:			7. d) BALANCE AFTER THIS LEAVE				
l0days	with pay		-	Va	cation		
	without pay			Si	ck		
SL ch	narged to VL	,					
IOSEFINALU SORIANO							

Manager, Human Resource Services Division Administrative Services Department

DATE:

CSC Form No. 6 Revised 1984



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)	No.			
September 03, 2021	Sr. Corp. A	Accounts Analyst	31,292.00				
		ETAILS OF APPLIC					
6. a) TYPE OF LEAVE 6. b) WHERE LEAVE WILL BE SPENT :							
Vacation	LTE	IN CASE OF VACATION LEAVE					
Reason			Within the Philippines				
Sick			Abroad (Specify)				
Maternity/Paternity		II.	CASE OF SICK LEAVE				
Monetization		-	In Hospital (Specify)				
/ Others (Specify)							
MONETIZ			Out Patient (Specify) _	AT HOME ONLY			
6. c) NUMBER OF WORKIN							
APPLIED FOR :	10 DA	95 6. d) C	OMMUTATION	1			
From :			Requested	Not Requested			
To :							
			Stormand	A			
		-	(Signature of Ap	pplicant)			
The Court of Party of the Court		S OF ACTION ON A					
7. a) CERTIFICATION OF LE	AVE CREDITS	7. b) RE	7. b) RECOMMENDATION				
As of	-		Approval Disapproval due to				
Vacation Sid	k '	Total					
Days Da	ys	Days					
			1)			
				/			
ABIGAIL R.	PERCELA		MA. CARMELA LV	. MARQUEZ			
HRM Off			(Department I	Héad)			
7. c) APPROVED FOR:	Services Division		ALANCE AFTER THIS LE	AVE			
day:	e with nov	1. d) Dr	Vacation	AVL			
7,65		-					
	s without pay	-	Sick				
SL 0	charged to VL						
JOSEFINA U. SORIANO							
	11, 11000	Human Resource Se					

Administrative Services Department

DATE:

PLEASE SEE INSTRUCTIONS AT THE BACK