



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

FROM : **The Manager**
 Human Resource Services Division

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



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	<i>Not qualified</i>	1
2	SALAN, EDEN V.	25 232.00	10	0.0481927	12,159.98		2
TOTAL					27,240.44		

12,159.98
9/16/24

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.

[Signature]
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	3084	SALAAN	EDEN	VILLANUEVA
3. DATE OF FILING	4. POSITION	5. SALARY (Monthly)		
September 03, 2021	HROO B	25,232.00		

DETAILS OF APPLICATION

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

DETAILS OF ACTION ON APPLICATION

<p>7. a) CERTIFICATION OF LEAVE CREDITS As of Aug. 2021</p> <table border="1"><thead><tr><th>Vacation</th><th>Sick</th><th>Total</th></tr></thead><tbody><tr><td>20.63</td><td>45.958</td><td>66.588</td></tr><tr><td>Days</td><td>Days</td><td>Days</td></tr></tbody></table>	Vacation	Sick	Total	20.63	45.958	66.588	Days	Days	Days	<p>7. b) RECOMMENDATION</p> <p><input type="checkbox"/> Approval _____ <input type="checkbox"/> Disapproval due to _____</p>
Vacation	Sick	Total								
20.63	45.958	66.588								
Days	Days	Days								

[Signature]
ABIGAIL R. PERCELA

HRM Officer IV
Human Resource Services Division

[Signature]
MA. CARMELA LV. MARQUEZ

(Department Head)

<p>7. c) APPROVED FOR :</p> <p>10 days with pay</p> <p>_____ days without pay</p> <p>_____ SL charged to VL</p>	<p>7. d) BALANCE AFTER THIS LEAVE</p> <p>_____ Vacation</p> <p>_____ Sick</p>
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[Signature]
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

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

[Signature]
(Signature of Applicant)

DETAILS OF ACTION ON APPLICATION

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Vacation	Sick	Total								
20.63	45.958	66.588								
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[Signature]
ABIGAIL R. PERCELA

HRM Officer IV

Human Resource Services Division

[Signature]
MA. CARMELA LV. MARQUEZ

(Department Head)

7. c) APPROVED FOR : 10 days with pay _____ days without pay _____ SL charged to VL	7. d) BALANCE AFTER THIS LEAVE _____ Vacation _____ Sick
---	--

[Signature]
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	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

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


(Signature of Applicant)

DETAILS OF ACTION ON APPLICATION

7. a) CERTIFICATION OF LEAVE CREDITS

As of _____

Vacation	Sick	Total
Days	Days	Days

7. b) RECOMMENDATION

☐ Approval _____
☐ Disapproval due to _____

ABIGAIL R. PERCELA

HRM Officer IV

Human Resource Services Division

MA. CARMELA LV. MARQUEZ

(Department Head)

7. c) APPROVED FOR :

_____ days with pay
_____ days without pay
_____ SL charged to VL

7. d) BALANCE AFTER THIS LEAVE

_____ Vacation
_____ Sick

JOSEFINA U. SORIANO

Manager, Human Resource Services Division
Administrative Services Department

DATE :

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