



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : The MANAGER
Administrative Services Department

RE : REQUEST FOR CONSIDERATION ON ATTENDANCE

DATE : August 2, 2021

This is to respectfully request for a consideration regarding my attendance last July 2021. I reported for work at the TIEZA Main office on the following dates (July 19, 2021 with drop off point by 8:23 PM & July 22, 2021 with drop off point by 5:39 PM). But unfortunately on said dates, I was unable to log out in the evening.

Please see attached photocopy of ADSD – GSD Carpooling attendance sheet for July 19 & 22, 2021 as proof of my arrival & departure from the office.

For your consideration, Maam.

Mary Jane S. Andres

Attested by:

Atty. MARIA TERESA C. ALVAREZ

TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY
ADSD - GSD CARPOOLING

DRIVER'S NAME		ALEX B BON		I.D. No.		3514	
Destination/Route		CAYITE		Plate Number		SJS-273	
NAME OF PASSENGER	OFFICE (Sec./Div./Dept.)	DATE	PICK - UP POINT		DROP-OFF POINT		SIGNATURE
			Time	Place	Time	Place	
TIME START : 6:40 AM		7:11 AM		Meter Reading :		183524	
TIME FINISH: 8:41 AM		8:36 PM		Meter Reading :		183589	
1	Mary Jane Andres	OPEN	7-19	Robinson	7:03 AM	8:23 PM	man
2	Orin Visperas	ATEZ	7/19/21	PALLAS	6:41 AM	8:35 PM	2d
3	NATHALIA AGUSTIN	AADF	7/19/21	PATINDIG		8:29 PM	my
4	MARGARITA SALVADOR	AADF	7/19/21	PATINDIG		8:29 PM	my
5	ROSANNA OLEGADO	ADSD	7/19/21	PALLAS	6:40 AM	8:35 PM	
TIME START : 6:43 AM		6:35 PM		Meter Reading :		183589	
TIME FINISH: 7:40 AM		8:01 PM		Meter Reading :		183654	
1	NATHALIA AGUSTIN	AADF	7-21-21	PATINDIG		7:42 PM	my
2	MARGARITA SALVADOR	AADF	7-21-21	PATINDIG		7:42 PM	my
3	LENITA VISPERAS	ATEZ	7-21-21	PALLAS	6:44 AM	7:57 PM	2d
4	ROSANNA M OLEGADO	ADSD	7-21-21	PALLAS	6:44 AM	7:57 PM	
5							
TIME START : 5:40 AM		4:18 PM		Meter Reading :		183654	
TIME FINISH: 7:00 AM		5:53 PM		Meter Reading :		183751	
1	Mary Jane Andres	OPEN	7-22	PATINDIG	6:00 AM	5:39 PM	man
2	Jayson Armas	TEXT	7/21	Barulom	6:10 AM	5:31 PM	my
3	Raymond Vasquez	FISD	7/22	Mambog	6:15 AM	5:28 PM	my
4							
5							
TIME START :				Meter Reading :		183751	
TIME FINISH: 8:11 AM				Meter Reading :			
1							
2							
3							
4							
5							

Checked and Verified by:

ANA RUTH L. MATEO
 Manager, General Services Division