



**Tourism Infrastructure and Enterprise Zone Authority
Philippines**

REQUEST FOR AUTHORITY TO RENDER OVERTIME SERVICES

FOR : The ACOO of Administration and Finance

Madam : Authority is respectfully requested to render overtime service for the project described below:

A. Project Title or Description: Budget Hearing

B. Duration of Project (Specific Dates) : September 11, 2020

C. Reason for the Overtime Work: Preparation of materials needed.

Tourism Infrastructure and Enterprise Zone Authority
Office of the Assistant Chief Operating Officers
Administration and Finance Sector

RECEIVED
SEP 14 2020

By: [Signature] Time: 9:23 AM

D. Employees who will be required to render overtime service :

ID.#/NAMES	POSITIONS	BASIC SALARIES
3179 May Anne Abana	Project Planning & Development Officer C	P 20,754.00
3518 Biechelle Lyka Peralta	Secretary A	P 17,975.00
3519 Jose Rollo	Driver Mechanic B	P15,738.00

Very truly yours,

Name of Requesting Official : FRANCIS RANDY J. HORTELANO
Department : Corporate Planning Department
Position : Department Manager A

Recommending Approval:

[Signature]
FRANCIS RANDY J. HORTELANO
Department Manager
Corporate Planning Department

Approved:

ATTY. JOY M. BULAITAN
ACOO-AFS
Administration and Finance