



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
Double Dragon Plaza
DD Meridian Park
Macapagal Avenue corner
EDSA Extension
1302 Bay Area, Pasay City

(02) 8249-5900 loc.710-711

corplan@tieza.gov.ph

www.tieza.gov.ph

MEMORANDUM

FOR : The Officer-in-Charge &
ACOO, AFS

THRU : The Manager, ADSD

FROM : The Manager, COPD

SUBJECT : 2020 Forced Vacation Leave

DATE : 28 December 2020

In the exigency of service, the undersigned is unable to avail of the mandatory 5-day Forced Vacation Leave (FVL) this 2020. Hence, this is to request consideration that such will not be deducted from my leave balances.

Since I assumed office last 1 July 2020, I had been reporting daily, even during the Modified ECQ, to the TIEZA Head Office to supervise and ensure that CORPLAN deliverables are met. This December, I likewise had to be at the Office to ensure that the Department has the required Skeleton Workforce (SWF). With proper scheduling of SWF and leave of COPD officers and staff, hoping to avail of the Mandatory FVL in 2021.

For consideration please.


Francis Randy J. Hortelano
Department Manager
Corporate Planning Department

