



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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

(+632)8 2495900  
corplan@tieza.gov.ph

## MEMORANDUM

FOR : **SHERRYL M. DALIDA**  
Strategic Planning Department, COPD

FROM : **FRANCIS RANDY HORTELANO**  
Manager, Corporate Planning Department

SUBJECT : **Application for Leave 7, 14 & 21 January 2021**

DATE : 11 January 2021

---

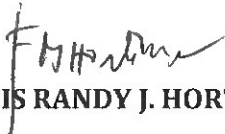
This is to acknowledge receipt of your email dated 10 January 2021 re-sending application for leave on January 7, 14 & 21, 2021 which bears your signature already.

In 2020, we have noted that you have reported twice onsite TIEZA office since the imposition of the government quarantine measures sometime in March.

For this January 2021, however, you have requested to report onsite at least once a week (instead of twice a week) and have selected, every Thursdays, as your schedule. However, you mentioned in your email that *"there are pressing family matters that coincided with Thursdays, hence the application for MC 6 Leave"*.

Moving forward, kindly ensure that you could at least report to the office, more so, since your colleagues at the Division are currently having health issues. As such, please select days that doesn't run in conflict with your required attendance to the office.

Thank you.

  
**FRANCIS RANDY J. HORTELANO**

cc: Manager, ADSD



Francis Randy Hortelano &lt;frjhortelano@gmail.com&gt;

---

**Re: Sher Dalida MC6 Application for Leave January 7, 14 and 21**

1 message

---

**Sher Macaranas** <she.macaranas@gmail.com>

Sun, Jan 10, 2021 at 4:04 PM

To: Francis Randy Hortelano &lt;frjhortelano@gmail.com&gt;, Francis Randy Hortelano &lt;corplan@tieza.gov.ph&gt;

Cc: anna leah bayot &lt;pinky\_bayot@yahoo.com&gt;, Biechelle Lyka Peralta &lt;biechelle.lyka@gmail.com&gt;

Dear Sir FR,

I am resending my leave application today for January 7, 14 and 21.  
I overlooked that I haven't attached my signature last January 6.

Hoping for your utmost consideration on this matter.

Keep safe and regards,

Sher

On Wed, Jan 6, 2021 at 10:55 PM Sher Macaranas <she.macaranas@gmail.com> wrote:

Dear Sir FR,

I will be using my MC6 for the Thursdays that I am required to report. There are pressing family matters that coincided with Thursdays.

Thank you for your understanding and hoping for your kind consideration.

Stay safe and regards,

Sher Dalida

---

--  
Sherryl E. Macaranas**Sher Dalida Leave Application January 7,14 and 21.pdf**

160K