



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : DR. ROSANNA M. OLGADO
Manager, Administrative Services Department

THRU : ATTY. MARIA TERESA C. ALVAREZ *for Rosanna*
Manager, Operations Department

FROM : THE RESIDENT MANAGER

SUBJECT : HAZARD PAY FOR THE MONTH OF AUGUST 2021

DATE : September 1, 2021

Cagayan de Oro City remained under Enhanced Community Quarantine (ECQ) for August 1-15, 2021 and de-escalated to Modified Enhanced Community Quarantine (MECQ) from August 16-31, 2021.

May we respectfully request for the Hazard Pay of 5 regular employees and 29 Job Order of Gardens of Malasag Eco-Tourism Village who were physically on-duty at the entity on the period covered – August 1-31, 2021.

Attached herewith are the following for your reference:

- IAFI Resolution No. 130-A
- IAFI Resolution No. 131
- IATF Resolution No. 133-A
- Summary of on-site duty for August 1-31, 2021
- Employees DTR for August 1-31, 2021

For your approval.

MA. CARMELA LV. MARQUEZ

[Handwritten signature of MA. CARMELA LV. MARQUEZ]
[Faint purple circular stamp with date SEP 21 2021]


SUMMARY OF ON-SITE DUTY

AUGUST 1-15, 2021 - ECQ


AUGUST 16-31, 2021 - MECQ

EMPLOYEE'S NAME		AUGUST 1-15, 2021	AUGUST 16-31, 2021	TOTAL
	REGULAR	No. of days on duty	No. of days on duty	
1	MARQUEZ, MA. CARMELA LV.	15	16	31
2	POLINAR, CHARISSA MAE C.	8	9	17
3	QUIJADA, ARCELI DOLOROSA C.	13	11	24
4	SALAN, EDEN V.	9	11	20
5	SIBI, JULIET L.	1	11	12
JOB ORDER				
1	ABARQUEZ, CARLO EMMANUEL L.	5	11	16
2	AMANDY, ALDREN C.	5	6	11
3	ARTAJA, BERNARD S.	5	6	11
4	ARTAJA, ROMEL S.	5	6	11
5	BALANBAN, VILMA L.	5	6	11
6	BANAAG, FE D.	5	6	11
7	FABRE, JOSELITO D.	11	12	23
8	GABAO, NORITA I.	5	6	11
9	GENERALE, JOHNREY R.	5	6	11
10	JAMACA, LITO C.	5	6	11
11	JARULA, TEODORA C.	5	6	11
12	JEMINIA, ALVEN S.	5	6	11
13	LABADAN, JOSEPH A.	5	6	11
14	LABININAY, JERRY C.	5	6	11
15	LALOCAN, MARIO M.	5	6	11
16	MALIN, VIRGILIO E.	5	6	11
17	MONTALBA, JOVENCIO L.	5	6	11
18	NAVARRO, SAMMY J.	5	6	11
19	NILLES, LAMBERTO JR. P.	5	6	11
20	PINAGAWA, SARAWAGAN A.	5	6	11
21	RABADON, AMIE E.	10	12	22
22	SAGIRON, MERCY A.	5	6	11
23	SALAHAG, MERYDITH L.	5	6	11
24	SALMORO, RICKY F.	5	6	11
25	SAQUILABON, EMY H.	5	6	11
26	SUMONDA, REMEDIOS S.	5	4	9
27	TABIAN, VANESSA U.	5	6	11
28	TORCENDE, ANTONIO L.	5	6	11
29	UGYAB, JOBERT D.	5	6	11

Certified Correct:


 CHARISSA MAE C. POLINAR
 CCO/Personnel

Noted:


 MA. CARMELA LV. MARQUEZ
 Resident Manager