

TIEZA SKELETON WORKFORCE SCHEDULE
For SHUTTLE SERVICE

Sector:	TEZMS	Name of Point Person/Coordinator:	Marron Tacapan
Department:	TAMD	Contact No.:	0945-375-1302
Division:	CMD	Email Address:	mtacapan.tieza@gmail.com
	For December 28-30, 2020	Messenger/Watsapp/Viber (if any):	0927-1413362(viber)

NO.	NAME (Last, First)	MON	TUE	WED	THU	Will avail Shuttle Service		COMPLETE Address with Landmark	SUGGESTED PICK-UP/DROP-OFF POINTS (Main	Contact No.
						YES	NO			
1	DAVID, BERNADETTE	X	X				X	Malate, Manila	-	0917-8040421
2	DEMOL, RANDULF JOSEPH	X	X				X	Brgy. Ugong, Queon City	-	0927-2773757
3	HURNA, TRINA LIN	X	X			X		4766 Igmedio Street, Santolan Road, Brgy. Gen. T. Deleon, Valenzuela	Fatima Valenzuela	0945-2644290
4	VILLANUEVA, MARY ANGELINE	X	X			X		Brgy. 868, Kahilom II, Pandacan, Manila	Shell Station at Pedro Gil Street, Manila	0921-8964362
5	TACAPAN, MARRON	X	X			X		2584 Laura St., Brgy. 864, Pandacan, Manila	Shell Station at Pedro Gil Street, Manila	0945-375-1302
6	JOEVERTLEE PUDAN	X					X	UP Diliman	-	-
7	GIOVANNI RULLAN		X				X	Quezon City	-	-
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Recommending Approval:

Approved:


HERNANDO A. ENAL

Department Head

ATTY. KAREN MAE G. SARINAS-BAYDO

Sector Head

**TIEZA SKELETON WORKFORCE SCHEDULE
For SHUTTLE SERVICE**

Sector:	TEZMS	Name of Point Person/Coordinator:	MERICRIS C. TONIO
Department:	TAMD	Contact No.:	0927-1413362
Division:	CMD	Email Address:	mctonio2.tieza@gmail.com
	For December 21-23, 2020	Messenger/Watsapp/Viber (if any):	0927-1413362(viber)

NO.	NAME (Last, First)	MON	TUE	WED	THU	Will avail Shuttle Service		COMPLETE Address with Landmark	SUGGESTED PICK-UP/DROP-OFF POINTS (Main)	Contact No.
						YES	NO			
1	LADRINGAN, CESAR JR.	X	X	X			X	Sauyo, Quezon City	-	0917-8151805
2	TONIO, MERICRIS	X	X	X		X		1292 Lardizabal Street, Sampaloc, Manila.	Metro-oil Gas Station, Legarda	0927-1413362
3	SAN PEDRO, LAURENCE	X	X	X		X		Brgy. San Antonio, San Pedro, Laguna	San Pedro Boundary-Meralco;	0917-3088152
4	ANGEL, MA. LOURDES	X	X	X		X		Block 14 Lot 13 Springtown Southgate 2, Brgy Bucal Tanza, Cavite	Robinsons Place General Trias	09178211061
5	MATIAS, JONATHAN	X	X	X		X		Brgy. San Vicente, San Pedro, Laguna	Jollibee Pacita San Pedro	0935-8501985
6	TACAPAN, MARRON	X	X	X	X	X		2584 Laura St.,Brgy. 864, Pandacan, Manila	Shell Station at Pedro Gil Street, Manila	0945-375-1302
7	JOEVERTLEE PUDAN	X			X		X	UP Diliman	-	-
8	GIOVANNI RULLAN		X				X	Quezon City	-	-
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Recommending Approval:


HERNANDO A. ENAL
Department Head

Approved:

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For SHUTTLE SERVICE

Sector:	TEZMS	Name of Point Person/Coordinator:	Marron Tacapan
Department:	TAMD	Contact No.:	0945-375-1302
Division:	CMD	Email Address:	mtacapan.tieza@gmail.com
	For December 14-17, 2020	Messenger/Watsapp/Viber (if any):	0927-1413362(viber)

NO.	NAME (Last, First)	MON	TUE	WED	THU	Will avail Shuttle Service		COMPLETE Address with Landmark	SUGGESTED PICK-UP/DROP-OFF POINTS (Main)	Contact No.
						YES	NO			
1	DAVID, BERNADETTE	X	X	X	X		X	Malate, Manila	-	0917-8040421
2	DEMOL, RANDULF JOSEPH	X	X	X	X		X	Brgy. Ugong, Queon City	-	0927-2773757
3	HURNA, TRINA LIN	X	X	X	X	X		4766 Igmedio Street, Santolan Road, Brgy. Gen. T. Deleon, Valenzuela	Fatima Valenzuela	0945-2644290
4	VILLANUEVA, MARY ANGELINE	X	X	X	X	X		Brgy. 868, Kahilom II, Pandacan, Manila	Shell Station at Pedro Gil Street, Manila	0921-8964362
5	TACAPAN, MARRON	X	X	X	X	X		2584 Laura St., Brgy. 864, Pandacan, Manila	Shell Station at Pedro Gil Street, Manila	0945-375-1302
6	JOEVERTLEE PUDAN	X			X		X	UP Diliman	-	-
7	GIOVANNI RULLAN		X				X	Quezon City	-	-
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For SHUTTLE SERVICE**

Sector:	TEZMS	Name of Point Person/Coordinator:	MERICRIS C. TONIO
Department:	TAMD	Contact No.:	0927-1413362
Division:	CMD	Email Address:	mctonio2.tieza@gmail.com
	For December 7-10, 2020	Messenger/Watsapp/Viber (if any):	0927-1413362(viber)

NO.	NAME (Last, First)	MON	TUE	WED	THU	Will avail Shuttle Service		COMPLETE Address with Landmark	SUGGESTED PICK-UP/DROP-OFF POINTS (Main)	Contact No.
						YES	NO			
1	LADRINGAN, CESAR JR.	X	X	X	X		X	Sauyo, Quezon City	-	0917-8151805
2	TONIO, MERICRIS	X	X	X	X	X		1292 Lardizabal Street, Sampaloc, Manila.	Metro-oil Gas Station, Legarda	0927-1413362
3	SAN PEDRO, LAURENCE	X	X	X	X	X		Brgy. San Antonio, San Pedro, Laguna	San Pedro Boundary-Meralco;	0917-3088152
4	ANGEL, MA. LOURDES	X	X	X	X	X		Block 14 Lot 13 Springtown Southgate 2, Brgy Bucal Tanza, Cavite	Robinsons Place General Trias	09178211061
5	MATIAS, JONATHAN	X	X	X	X	X		Brgy. San Vicente, San Pedro, Laguna	Jollibee Pacita San Pedro	0935-8501985
6	JOEVERTLEE PUDAN				X		X	UP Diliman	-	-
7	TACAPAN, MARRON	X	X	X	X	X		2584 Laura St.,Brgy. 864, Pandacan, Manila	Shell Station at Pedro Gil Street, Manila	0945-375-1302
8	GIOVANNI RULLAN		X				X	Quezon City	-	-
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Recommending Approval:


HERNANDO A. ENAL
Department Head

Approved:

ATTY. KAREN MAE G. SARINAS-BAYDO
Sector Head

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For SHUTTLE SERVICE

Sector:	TEZMS	Name of Point Person/Coordinator:	Marron Tacapan
Department:	TAMD	Contact No.:	0945-375-1302
Division:	CMD	Email Address:	mtacapan.tieza@gmail.com
	For December 1-3, 2020	Messenger/Watsapp/Viber (if any):	0927-1413362(viber)

NO.	NAME (Last, First)	MON	TUE	WED	THU	Will avail Shuttle Service		COMPLETE Address with Landmark	SUGGESTED PICK-UP/DROP-OFF POINTS (Main	Contact No.
						YES	NO			
1	DAVID, BERNADETTE		X		X		X	Malate, Manila	-	0917-8040421
2	DEMOL, RANDULF JOSEPH		X		X		X	Brgy. Ugong, Quezon City	-	0927-2773757
3	HURNA, TRINA LIN		X		X	X		4766 Igmedio Street, Santolan Road, Brgy. Gen. T. Deleon, Valenzuela	Fatima Valenzuela	0945-2644290
4	VILLANUEVA, MARY ANGELINE		X		X	X		Brgy. 868, Kahilom II, Pandacan, Manila	Shell Station at Pedro Gil Street, Manila	0921-8964362
5	TACAPAN, MARRON		X		X	X		2584 Laura St., Brgy. 864, Pandacan, Manila	Shell Station at Pedro Gil Street, Manila	0945-375-1302
6	GIOVANNI RULLAN		X				X	Quezon City	-	-
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Department Head

ATTY. KAREN MAE G. SARINAS-BAYDO

Sector Head



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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(+632) 8249-5900 loc. 728
 tez.tamd.cmd@tieza.gov.ph
 www.tieza.gov.ph

MEMORANDUM

FOR : **ATTY. KAREN MAE G. SARINAS-BAYDO**
ACOO, TEZ Management Sector

FROM : **HERNANDO A. ENAL**
Manager, TEZ Assistance and Monitoring Department

SUBJECT : **Flexible Work Arrangement for TAMD Main Office for December**

DATE : **26 November 2020**

Relative to the Flexible Working Arrangement for TIEZA personnel, we are respectfully endorsing the following work plan for the TEZ assistance and Monitoring Department covering the period 01-31 December 2020.

Name	Nov 30 to Dec 3				Dec 7 to 10				Dec 14 to 17				Dec 21-23				Dec 28-31				Point of Origin	Assignment	Purpose
	M	T	W	TH	M	T	W	TH	M	T	W	TH	M	T	W	TH	M	T	W	TH			
Hernando Enal	H		H												H				H	H	San Pedro, Laguna	TIEZA Main Office	Skeletal Work Force
Joevertlee Pudan															H				H	H	UP Diliman, Quezon City		
Bernadette David	H		H												H				H	H	Malate, Manila		
Randulf Joseph Demol	H		H												H				H	H	Brgy. Ugong, Quezon City		
Mary Angeline Villanueva	H		H												H				H	H	Pandacan, Manila		
Trina Lin Hurna	H		H												H				H	H	Valenzuela City		
Cesar Ladrangan Jr															H				H	H	Quezon City		
Mericris Tonio															H				H	H	Sampaloc, Manila		
Laurence San Pedro															H				H	H	San Pedro, Laguna		
Ma. Lourdes Angel															H				H	H	Gen. Trias, Cavite		
Jonathan Matias															H				H	H	San Pedro, Laguna		
Giovanni Rullan	H		H												H				H	H	Quezon City		
Marron Tacapan	H		H												H				H	H	Pandacan, Manila		

Legend
Skeletal Work Force
Holiday

H

Mr. Joevertlee Pudan, CMD Division Manager, will begin reporting on 10 December 2020 and every Monday and Thursday, thereafter. Furthermore, the Department Manager shall report to the office every Thursday.

To further assist in ensuring the safety of the personnel and avoid further possible contamination, the rest of the TAMD personnel shall be on a Work-from-Home arrangement on the dates that they are not assigned as skeletal work force.

For your consideration and approval.

APPROVED / DISAPPROVED

ATTY. KAREN MAE G. SARINAS-BAYDO
ACOO, TEZ Management Sector