

025

ACCOUNT No.

007-650-02879-8  
007-650-02879-8

ACCOUNT NAME

007-650-02879-8  
007-650-02879-8



857

CHECK No.

6500187347  
6500187347

BRSTN  
38026  
0023

DATE

February 11, 2021

P 51,483.32

DOCUMENTARY STAMPS PAID

PAY TO THE  
ORDER OF

MAXIMO MARASIGAN

PESOS

\* FIFTY ONE THOUSAND FOUR HUNDRED EIGHTY THREE AND 32/100 PESOS ONLY\*

I / We allow the electronic clearing of this check and hereby waive the presentation for payment of this original to Metrobank



ORIENTAL MINDORO-PINAMALAYAN BRANCH  
MABINI ST. PINAMALAYAN OR. MIN.

#6500187347#38026#0023#007650028798# #6500187347#38026#0023#007650028798# #6500187347#38026#0023#007650028798# #6500187347#38026#0023#007650028798#

RAMIR RADAZA

APRIL  
ANALYN PURIO

#6500187347#38026#0023#007650028798# 000

- PLDT Home Fiber Plus Plan 3099 Internet Connection Dec 21, 2020 - Jan 15, 2021 & Jan 16 - Feb 15, 2021
- LJ Battery Center PO-MHEC - 2021 - 015
- Globe Telecom - Postpaid Plan 99 OLM Dec 24 - Jan 23
- Engr Avelino Latoza - Meal Feb 08 - 14, 2021
- MHEC Pinamalayan - Meal Feb 08 - 14, 2021

₱ 6,298.16  
₱ 6,000.00  
₱ 997.66  
₱ 900.00  
₱ 37,287.00

2/11/2021

ANALYN PURIO

\*\*PHP 37,287.50

Thirty-Seven Thousand Two Hundred Eighty-Seven and 50/100\*\*\*\*\*

PINAMALAYAN

MHEC Pinamalayan-Meal Allowance for the period o

ANALYN PURIO

2/11/2021

E202 · OPEX Employee Benefits:E202B\* MHEC Pinamalayan-Meal Allowance for the period of

PHP 6,637.50

A720 · CIP - Phase 2 BIOMASS:A723 · P MHEC Pinamalayan-Meal Allowance for the period of

PHP 3,375.00

E100 · Cost of Goods Sold:E107 · COS- MHEC Pinamalayan-Meal Allowance for the period of

PHP 27,275.00

Metrobank - Site 2879 MHEC Pinamalayan-Meal Allowance for the peri

PHP 37,287.50

ANALYN PURIO

2/11/2021

E202 · OPEX Employee Benefits:E202B\* MHEC Pinamalayan-Meal Allowance for the period of

PHP 6,637.50

A720 · CIP - Phase 2 BIOMASS:A723 · P MHEC Pinamalayan-Meal Allowance for the period of

PHP 3,375.00

E100 · Cost of Goods Sold:E107 · COS- MHEC Pinamalayan-Meal Allowance for the period of

PHP 27,275.00

Metrobank - Site 2879 MHEC Pinamalayan-Meal Allowance for the peri

PHP 37,287.50

MINDORO HARVEST ENERGY CO., INC.  
HABUSLOT, PINAMALAYAN  
FOR THE PERIOD COVERED Feb.08-14, 2021

NAME	No of Days Worked	Daily Allowance	Adjustment 02/01-07/2021	FOR ADVANCE RELEASE 02/08-14/2021	TOTAL AMOUNT	SIGNATURE	Adjustment 02/01-07/2021
<b>Admin</b>							
1 Bernardo	Mary Grace	A.	6	75.00	17.50	450.00	412.50
2 Bolivar	Jorgensen	L.	6	75.00	75.00	450.00	525.00
3 Laylay	Reymark	M.	6	75.00	-	450.00	450.00
4 Luna	Rogelio Jr.	P.	6	150.00	-	900.00	900.00
5 Madla	Zyra	L.	6	75.00	-	450.00	450.00
6 Malarayap	Alyssa	M.	6	75.00	-	450.00	450.00
7 Marasigan	Maximo	A.	6	150.00	150.00	900.00	750.00
8 Moncada	April Leona Kaye	D.	6	150.00	-	900.00	900.00
9 Purlo	Analyn	M.	6	150.00	-	900.00	900.00
10 Vitto	Raelyn	M.	6	150.00	-	900.00	900.00
<b>SUBTOTAL</b>						<b>6,637.50</b>	
<b>BIOMASS</b>							
11 Burmagat	Janson		6	150.00	-	900.00	900.00
12 De Belen	Sheryl	M.	6	150.00	150.00	900.00	750.00
13 De Guzman	Edenelle	F.	6	150.00	-	900.00	900.00
14 Reyes	Jake	M.	6	150.00	75.00	900.00	825.00
<b>SUBTOTAL</b>						<b>3,375.00</b>	
<b>OPERATION</b>							
15 Abrio	Jasper Nil	L.	6	150.00	-	900.00	900.00
16 Abuda	Anna Faith	N.	6	150.00	-	900.00	900.00
17 Agoncillo	Joey	M.	6	150.00	-	900.00	900.00
18 Ani	Enrico Brian	A.	6	400.00	400.00	2,400.00	2,000.00
19 Arcilla	Archie	M.	6	75.00	-	450.00	450.00
20 Banastas	Daniel Mark	M.	6	75.00	75.00	450.00	525.00
21 Beato	Nestor	B.	6	150.00	-	900.00	900.00
22 Sequilla	Warren	B.	6	150.00	150.00	900.00	750.00
23 Calderon	Jefferson	A.	6	75.00	-	450.00	450.00
24 Calle	Randy	L.	6	150.00	-	900.00	900.00
25 Centiza	Angel Faith	G.	6	150.00	-	900.00	900.00
26 Corteza	Jubert	C.	6	150.00	900.00	900.00	-
27 Cunanan	Gian Carlo	O.	6	150.00	-	900.00	900.00
28 Cusi	Jannela	F.	6	75.00	-	450.00	450.00
29 De Villa	Mark Joey	A.	6	75.00	-	450.00	450.00
30 Delica	Jayford Zeus	M.	6	150.00	-	900.00	900.00
31 Dimaala	Melvin	M.	6	150.00	150.00	900.00	750.00
32 Ecal	Joy	C.	6	150.00	900.00	900.00	-
33 Jarasa	John	M.	6	75.00	-	450.00	450.00
34 Justiniano	Mark Gil	F.	6	150.00	-	900.00	900.00
35 Leuterio	Jay Ar	L.	6	75.00	-	450.00	450.00
36 Linga	Laurence	M.	6	150.00	-	900.00	900.00
37 Mañibo	Michael		6	150.00	-	900.00	900.00
38 Masculino	Danilo	N.	6	150.00	-	900.00	900.00
39 Medora	Ian	M.	6	150.00	-	900.00	900.00
40 Mendoza	Julius Cesar	N.	6	75.00	-	450.00	450.00
41 Mercene	Noah Evan	T.	6	75.00	-	450.00	450.00
42 Miciano	Philip John	T.	6	300.00	1,800.00	1,800.00	-
43 Olaguer	Ralian		6	150.00	-	900.00	900.00
44 Ormedo	Ruther	I.	6	150.00	-	900.00	900.00
45 Pangan	Alver	B.	6	75.00	-	450.00	450.00
46 Quilang	Jay Anthony	B.	6	150.00	-	900.00	900.00
47 Radaza	Ramir	T.	6	150.00	-	900.00	900.00
48 Ramos	Mark	B.	6	150.00	-	900.00	900.00
49 Reforma	Jestoni	L.	6	75.00	-	450.00	450.00
50 Rupido	Mc Donnell	E.	6	75.00	-	450.00	450.00
51 Valdez	Mark Artes	M.	6	150.00	150.00	900.00	750.00
52 Villanueva	Benjie		6	75.00	-	450.00	450.00
53 Villanueva	Kevin	A.	6	150.00	-	900.00	900.00
<b>SUBTOTAL</b>						<b>27,275.00</b>	
<b>MHEC - Calapan</b>							
54 Mañibo	Joel	B.	6	150.00	-	900.00	900.00
55 Morcozo	Mellie	E.	6	75.00	-	450.00	450.00
56 Ramos	Vevelry	B.	6	150.00	150.00	900.00	750.00
<b>SUBTOTAL</b>						<b>2,100.00</b>	
<b>BIOMASS - Calapan</b>							
57 Bagon	Alrelito	T.	6	150.00	-	900.00	900.00
58 Laderas	Hazel Marle	A.	6	150.00	-	900.00	900.00
59 Noble	Jamalca	V.	6	150.00	-	900.00	900.00
60 Rogello	Arnold	T.	6	150.00	-	900.00	900.00
<b>SUBTOTAL</b>						<b>3,600.00</b>	
<b>OPERATION - Calapan</b>							
61 Antenor	Mark Anthony	T.	6	75.00	450.00	450.00	-
<b>SUBTOTAL</b>							
<b>TOTAL</b>						<b>42,987.50</b>	

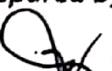
## MINDORO HARVEST ENERGY CO. INC

## REQUEST FOR DISBURSEMENT

SENDER : MHEC  
 PAY TO : \_\_\_\_\_

RFCD No. : MHEC-02-2128-PN.Date Requested: Feb 8, 2021Due Date : Feb 11, 2021 Cash Bank Check

EXPLANATION	AMOUNT
MEAL ALLOWANCE: MHEC PINAMALAYAN FOR THE PERIOD COVERED FEBRUARY 08 - 14, 2021	37, 287.50

Prepared by:	Checked by:	Noted by: tiny email 02/09/21 07:54PM	Approved by:	Request Initiated by:	Payment Received by:
 MARY GRACE BERNARDO	 ANALYN PURIO	JOY F. NAJITO			

**MINDORO HARVEST ENERGY CO., INC.  
NABUSLOT, PINAMALAYAN  
FOR THE PERIOD COVERED Feb.08-14, 2021**

Prepared by:

~~MARY GRACE BERNARDO~~  
Accounting Assistant

Checked by: ✓

*Analyse*  
ANALYN PURIO  
Finance Assistant

Noted by:  
Thru email  
02/09/21 09:54 AM  
JOY F. NAJITO  
Admin Manager

FEB. 13, 2021

RECEIVED BY (NAME OF PERSONNEL WITHIN OR OUTSIDE) | MOVED BY (NAME OF PERSONNEL)

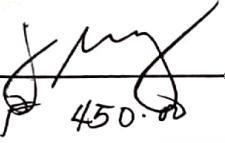
Dear Sir / Ma'am,

REMOVED BY (NAME OF PERSONNEL) | DATED (DD-MM-YY)  
Good morning!

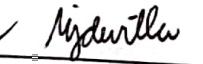
May we request that the guard on duty will collect  
our allowance for the MHEC Personnel mentioned  
below:

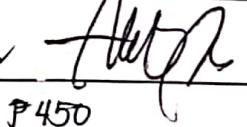
- | NAME OF PERSONNEL     | TIME COLLECTED |
|-----------------------|----------------|
| a) Alver Pangan       |                |
| b) Julius Mendoza     |                |
| c) Laurence M. Linga  |                |
| d) Mark Joey de Villa |                |

- a) Alver Pangan
- b) Julius Mendoza
- c) Laurence M. Linga
- d) Mark Joey de Villa

MEAL ALLOWANCE	
NAME	Julius Mendoza
SIGNATURE	
AMOUNT	P 450.00
PERIOD	February 08 - 14, 2021
AUTHORIZED PERSON	/ Francisco Vargas
SIGNATURE	

MEAL ALLOWANCE	
NAME	LAURENCE M. LINGA
SIGNATURE	
AMOUNT	900
PERIOD	Feb. 8-15, 2021
AUTHORIZED PERSON	/ Francisco Vargas
SIGNATURE	

MEAL ALLOWANCE	
NAME	Mark Joey de Villa
SIGNATURE	
AMOUNT	P 450.00
PERIOD	February 8 - 14, 2021
AUTHORIZED PERSON	/ Francisco Vargas
SIGNATURE	

MEAL ALLOWANCE	
NAME	Alver Pangar
SIGNATURE	
AMOUNT	P 450
PERIOD	Feb. 8-14, 2021
AUTHORIZED PERSON	/ Francisco Vargas
SIGNATURE	

MINDORO HARVEST ENERGY CO. INC.  
Nabusiot, Pinamalayan, Oriental Mindoro

MEAL ALLOWANCE  
February 01-07, 2021

NAMES		daily Allowance	No. of days work	adjustment : Feb. 1-7, 2021	REMARKS	For Release
1	Abrio	Jashper Nil	150.00	6		6.0
2	Abuda	Anna Faith	150.00	6		6.0
3	Agoncillo	Joey	150.00	6		6.0
4	Ani	Enrico Brian	400.00	6	-1.0 \	VL on Feb. 01
5	Arcilla	Archie	75.00	6		6.0
6	Banastas	Daniel Mark M.	75.00	6	1.0 \	CRD - FEB 1
7	Beato	Nestor	150.00	6		6.0
8	Bequilla	Warren	150.00	6	-1.0 \	SL on Feb. 05
9	Bernardo	Mary Grace	75.00	6	-0.5 \	half day on Feb. 02
10	Bolivar	Jorgensen	75.00	6	1.0 \	RD Duty Feb 7
11	Bumagat	Janson	150.00	6		6.0
12	Calderon	Jefferson	75.00	6		6.0
13	Calle	Randy	150.00	6		6.0
14	Ceniza	Angel Faith	150.00	6		6.0
15	Corteza	Jubert	150.00	6	-6.0 \	VL
16	Cunanan	Gian Carlo	150.00	6		6.0
17	Cusi	Jannella Fritz	75.00	6		6.0
18	De Belen	Sheryl	75.00	6	-1.0 \	SL on Feb. 03
19	De Guzman	Edenelle	150.00	6		5.0
20	De Villa	Mark Joey	75.00	6		6.0
21	Delica	Jaylord Zeus	150.00	6		6.0
22	Dimaala	Melvin	150.00	6	-1.0 \	SL on Feb. 07
23	Ecal	Joy	150.00	6	-6.0 \	SL
24	Jarasa	John M.	75.00	6		6.0
25	Justiniano	Mark Gil	150.00	6		6.0
26	Laylay	Reymark	75.00	6		6.0
27	Leuterio	Jay-Ar	75.00	6		6.0
28	Linga	Laurence	150.00	6		6.0
29	Luna	Rogelio	150.00	6		6.0
30	Madla	Zeyra	75.00	6		6.0
31	Malarayap	Alyssa	75.00	6		6.0
32	Mañibo	Michael	150.00	6		6.0
33	Marasigan	Maximo	150.00	6	-1.0 \	VL on Feb. 5 & 6; RD Duty on Jan. 31
34	Masculino	Danilo	150.00	6		5.0
35	Medora	Ian	150.00	6		6.0
36	Mendoza	Julius Cesar	75.00	6		6.0
37	Mercene	Noah	75.00	6		6.0
38	Moncada	April Leona Kaye	150.00	6		6.0
39	Olaguer	Raiyan	150.00	6		6.0
40	Ormedo	Ruther	150.00	6		6.0
41	Pangan	Alver	75.00	6		6.0
42	Purio	Analyn	150.00	6		6.0
43	Quilang	Jay Anthony	150.00	6		6.0
44	Radaza	Ramir	150.00	6		6.0
45	Ramos	Mark	150.00	6		6.0
46	Reforma	Jestoni	75.00	6		6.0
47	Reyes	Jake	150.00	6	-0.5 \	half day on Feb. 06
48	Rupido	Mc Donell	75.00	6		5.5
49	Valdez	Mark Aries	150.00	6	-1.0 \	2x RD based on sched. DTR
50	Villanueva	Benjie	75.00	6		5.0
51	Villanueva	Kevin	150.00	6		6.0
52	Vitto	Raelyn	150.00	6		6.0
		TOTAL				

Prepared by:

RAELYN M. VITTO  
Admin/HR Assistant

Checked by:

Analyn  
ANALYN PURIO  
Finance Assistant

Noted by:

Joy F. NAJITO  
Admin Manager

**MINDORO HARVEST ENERGY CO., INC.**  
**DTR SUMMARY FOR THE PERIOD OF Feb. 1-7, 2021**

Shift Reference

A= 7:00 AM -3:00 PM

B= 3:00 PM - 11:00 PM

No.	ID No	NAME	POSITION	STATUS	DATE	1	2	3	4	5	6	7	TOTAL
1	S14-0012	<b>ABRIO, Jasper NII L.</b>	EIC Supervisor	Regular	<i>SHIFT</i>	D	D	D	D	D	D	RD	
					<i>No. of Hours</i>	8	8	8	8	8	8	RD	6
					<i>Overtime (hrs.)</i>	0	0	0	0	0	0	RD	0
					<i>Late (mins)</i>								0
2	M19-013	<b>ABUDA, ANNA FAITH</b>	Operations Analyst	Regular	<i>SHIFT</i>	D	D	D	D	D	D	RD	
					<i>No. of Hours</i>	8	8	8	8	8	8	RD	6
					<i>Overtime (hrs.)</i>	0	0	0	0	0	0	RD	0
					<i>Late (mins)</i>								0
3	M19-011	<b>AGONCILLO, JOEY</b>	Helper Mechanic	Regular	<i>SHIFT</i>	RD	A	A	A	A	A	A	
					<i>No. of Hours</i>	RD	8	8	8	8	8	8	6
					<i>Overtime (hrs.)</i>	RD	0	0	0	0	0	0	0
					<i>Late (mins)</i>								0
4	S16-0036	<b>ANI, ENRICO BRIAN</b>	Plant Superintendent	Regular	<i>SHIFT</i>	VL	D	D	D	D	D	RD	
					<i>No. of Hours</i>	VL	8	9	8	8	7	RD	5
					<i>Overtime (hrs.)</i>	VL	0	1	0	0	-1	RD	0
					<i>Late (mins)</i>								0
5	M20-051	<b>ARCILLA, ARCHIE M.</b>	AO	Probationary	<i>SHIFT</i>	A	A	A	A	RD	C	C	
					<i>No. of Hours</i>	8	8	8	8	RD	8	8	6
					<i>Overtime (hrs.)</i>	0	0	0	0	RD	0	0	0
					<i>Late (mins)</i>								0
6	M20-067	<b>BANASTAS, DANIEL MAR</b>	AO	Trainee	<i>SHIFT</i>	CRD	A	A	A	A	A	A	
					<i>No. of Hours</i>	8	8	8	8	8	8	8	7
					<i>Overtime (hrs.)</i>	0	0	0	0	0	0	0	0
					<i>Late (mins)</i>								0
7	M19-002	<b>BEATO, NESTOR</b>	Mechanic	Regular	<i>SHIFT</i>	A	A	A	RD	A	A	A	
					<i>No. of Hours</i>	8	8	8	RD	8	8	8	6
					<i>Overtime (hrs.)</i>	0	0	0	RD	0	0	0	0
					<i>Late (mins)</i>								0
8	M20-021	<b>BEQUILLA, WARREN</b>	Mechanic	Regular	<i>SHIFT</i>	A	A	A	A	SL	A	RD	
					<i>No. of Hours</i>	8	8	8	8	SL	8	RD	5
					<i>Overtime (hrs.)</i>	0	0	0	0	SL	0	RD	0
					<i>Late (mins)</i>	1		3					0
9	M20-059	<b>BERNARDO, MARY GRAC</b>	Bookkeeper	Trainee	<i>SHIFT</i>	D	L	D	D	D	D	RD	
					<i>No. of Hours</i>	8	4	8	8	8	8	RD	5.5
					<i>Overtime (hrs.)</i>	0	-4	0	0	0	0	RD	0
					<i>Late (mins)</i>	5		1					0
10	M20-057	<b>BOLIVAR, JORGENSEN L</b>	Driver/Utility	Probationary	<i>SHIFT</i>	A	A	A	A	A	A	A	
					<i>No. of Hours</i>	8	8	8	8	11	11	.8	7
					<i>Overtime (hrs.)</i>	0	0	0	0	3	3	0	0
					<i>Late (mins)</i>								0
11		<b>BUMAGAT, JASON</b>	Project Mechanical Engr.	Probationary	<i>SHIFT</i>	A	A	A	A	A	A	RD	
					<i>No. of Hours</i>	8	8	8	8	8	8	RD	6
					<i>Overtime (hrs.)</i>	0	0	0	0	0	0	RD	0
					<i>Late (mins)</i>								0
12	M20-052	<b>CALDERON, JEFFERSON</b>	AO	Probationary	<i>SHIFT</i>	B	B	B	B	B	B	RD	
					<i>No. of Hours</i>	8	8	8	8	8	8	RD	6
					<i>Overtime (hrs.)</i>	0	0	0	0	0	0	RD	0
					<i>Late (mins)</i>								0
13	M20-026	<b>CALLE, RANDY</b>	CRO	Regular	<i>SHIFT</i>	A	A	A	RD	C	C	E	
					<i>No. of Hours</i>	8	12	12	RD	8	8	12	6
					<i>Overtime (hrs.)</i>	0	4	4	RD	0	0	4	0
					<i>Late (mins)</i>								0

						1	2	3	4	5	6	7
14	M20-049	CENIZA, ANGEL FAITH G	Technical Planner	Probationary	SHIFT	D	D	D	D	D	D	RD
					No. of Hours	8	8	8	8	8	8	RD 6 X
					Overtime (hrs.)	0	0	0	0	0	0	RD 0
					Late (mins)					2		0
15	M19-003	CORTEZA, JUBERT	Shift Supervisor	Regular	SHIFT	RD	VL	VL	VL	VL	VL	VL
					No. of Hours	RD	VL	VL	VL	VL	VL	VL 0
					Overtime (hrs.)	RD	VL	VL	VL	VL	VL	VL 0
					Late (mins)							0
16	M20-036	CUNANAN, GIAN CARLO	EO	Probationary	SHIFT	A	A	A	A	RD	C	C
					No. of Hours	8	8	8	8	RD	8	8 6
					Overtime (hrs.)	0	0	0	0	RD	0	0 0
					Late (mins)							0
17		CUSI, JANNELA FRITZ S.	Fuel Management / Safety Officer	Probationary	SHIFT	A	A	A	A	A	D	RD
					No. of Hours	8	8	8	8	8	8	RD 6
					Overtime (hrs.)	0	0	0	0	0	0	RD 0
					Late (mins)							0
18	M20-033	DE BELEN, SHERYL	Project Coordinator	Regular	SHIFT	A	A	SL	A	A	A	RD
					No. of Hours	8	8	SL	8	8	8	RD 5
					Overtime (hrs.)	0	0	SL	0	0	0	RD 0
					Late (mins)							0
19	M19-014	DE GUZMAN, EDENELLE	QA Civil Engr.	Regular	SHIFT	A	A	A	A	A	A	RD
					No. of Hours	8	8	8	8	8	8	RD 6
					Overtime (hrs.)	0	0	0	0	0	0	RD 0
					Late (mins)							0
21	M20-053	DE VILLA, MARK JOEY A	EO	Probationary	SHIFT	B	B	B	RD	A	A	A
					No. of Hours	8	8	8	RD	8	8	8 6
					Overtime (hrs.)	0	0	0	RD	0	0	0 0
					Late (mins)							0
20	M20-024	DELICA, JAYLORD ZEUS	EIC Technician	Regular	SHIFT	A	A	A	A	RD	A	A
					No. of Hours	8	8	8	8	RD	8	8 6
					Overtime (hrs.)	0	0	0	0	RD	0	0 0
					Late (mins)							0
22	M19-028	DIMAALA, MELVIN	Warehouseman	Regular	SHIFT	D	B	B	B	RD	D	SL
					No. of Hours	8	8	8	8	RD	8	SL 5
					Overtime (hrs.)	0	0	0	0	RD	0	SL 0
					Late (mins)							0
23	M19-004	ECAL, JOY	Mechanic	Regular	SHIFT	SL	SL	SL	SL	SL	SL	RD
					No. of Hours	SL	SL	SL	SL	SL	SL	RD 0
					Overtime (hrs.)	SL	SL	SL	SL	SL	SL	RD 0
					Late (mins)							0
24	M20-066	JARASA, JOHN M.	Mechanic	Probationary	SHIFT	A	A	A	A	RD	A	A
					No. of Hours	8	8	8	8	RD	8	8 6
					Overtime (hrs.)	0	0	0	0	RD	0	0 0
					Late (mins)							0
25	M20-023	JUSTINIANO, MARK GIL	Warehouseman	Regular	SHIFT	A	A	A	A	D	RD	A
					No. of Hours	8	8	8	8	8	RD	8 6
					Overtime (hrs.)	0	0	0	0	0	RD	0 0
					Late (mins)							0
26	M20-050	LAYLAY, REYMARK	Accountant	Probationary	SHIFT	A	D	D	A	D	D	RD
					No. of Hours	9	8	8	9	9	9	RD 6
					Overtime (hrs.)	1	0	0	1	1	1	RD 0
					Late (mins)							0
27	M20-054	LEUTERIO, JAY-AR L.	AO	Probationary	SHIFT	C	C	C	C	C	RD	B
					No. of Hours	8	8	8	8	8	RD	8 6
					Overtime (hrs.)	0	0	0	0	0	RD	0 0
					Late (mins)							0
28	M20-035	LINGA, LAURENCE	EO	Probationary	SHIFT	RD	A	A	A	A	A	A
					No. of Hours	RD	8	8	8	8	8	8 6
					Overtime (hrs.)	RD	0	0	0	0	0	0 0
					Late (mins)							0

					1	2	3	4	T	U	V
29	M19-008	LUNA, ROGELIO JR.	Security OIC	Regular	SHIFT	D	D	D	D	D	RD
					No. of Hours	8	8	8	8	8	RD 6
					Overtime (hrs.)	0	0	0	0	0	RD 0
					Late (mins)						0
30	M20-061	MADLA, ZCYRA	Accounting Clerk	Probationary	SHIFT	D	D	D	D	D	RD
					No. of Hours	8	8	8	8	8	RD 6
					Overtime (hrs.)	0	0	0	0	0	RD 0
					Late (mins)						0
31	M20-060	MALARAYAP, ALYSSA	Project Cost Accounting Staff	Probationary	SHIFT	D	D	D	D	D	RD
					No. of Hours	8	8	8	8	8	RD 6
					Overtime (hrs.)	0	0	0	0	0	RD 0
					Late (mins)						0
32	M19-027	MAÑIBO, MICHAEL	EO	Probationary	SHIFT	A	RD	C	C	C	C
					No. of Hours	8	RD	8	8	8	8 6
					Overtime (hrs.)	0	RD	0	0	0	0
					Late (mins)						0
33	M20-022	MARASIGAN, MAXIMO	Driver/Utility	Regular	SHIFT	D	D	D	D	VL	VL RD
					No. of Hours	8	8	8	8	VL	VL RD 4
					Overtime (hrs.)	0	0	0	0	VL	VL RD 0
					Late (mins)						0
34	M19-005	MASCULINO, DANILO	CRO	Regular	SHIFT	B	F	RD	E	A	A E
					No. of Hours	8	12	RD	12	8	8 12 6
					Overtime (hrs.)	0	4	RD	4	0	0 4 0
					Late (mins)						0
35	M19-006	MEDORA, IAN	EIC Technician	Regular	SHIFT	RD	A	A	A	A	A
					No. of Hours	RD	8	8	8	8	8 6
					Overtime (hrs.)	RD	0	0	0	0	0 0 0
					Late (mins)						0
36	M20-046	MENDOZA, JULIUS CESA	AO	Probationary	SHIFT	B	B	B	RD	A	A A
					No. of Hours	8	8	8	RD	8	8 8 6
					Overtime (hrs.)	0	0	0	RD	0	0 0 0
					Late (mins)						0
37	M20-055	MERCENE, NOAH	Purchaser	Probationary	SHIFT	D	D	D	D	D	RD
					No. of Hours	8	8	8	8	8	RD 6
					Overtime (hrs.)	0	0	0	0	0	RD 0
					Late (mins)						0
D	M20-040	MONCADA, APRIL LEONA	Operations Secretary	Probationary	SHIFT	D	D	D	D	D	RD
					No. of Hours	8	8	8	8	8	RD 6
					Overtime (hrs.)	0	0	0	0	0	RD 0
					Late (mins)						0
39	M20-068	OLAGUER, RAIAN	Shift Supervisor	Probationary	SHIFT	E	C	C	C	C	RD E
					No. of Hours	12	8	8	8	8	RD 8 6
					Overtime (hrs.)	4	0	0	0	0	RD 0 0
					Late (mins)						0
40	M19-016	ORNEDO, RUTHER	EO	Regular	SHIFT	C	C	C	C	C	RD B
					No. of Hours	8	8	8	8	8	RD 8 6
					Overtime (hrs.)	0	0	0	0	0	RD 0 0
					Late (mins)						0
41	M20-062	PANGAN, ALVER B.	Shift Supervisor	Probationary	SHIFT	F	B	B	RD	B	C F
					No. of Hours	12	8	8	RD	8	12 6
					Overtime (hrs.)	4	0	0	RD	0	0 4 0
					Late (mins)						0
42	M19-017	PURIO, ANALYN	Finance Assistant	Regular	SHIFT	D	D	D	D	D	RD
					No. of Hours	8	7	8	8	8	RD 6
					Overtime (hrs.)	0	-1	0	0	0	RD 0 0
					Late (mins)						0
43	M20-020	QUILANG, JAY ANTHONY	Plant Mechanic	Regular	SHIFT	A	RD	A	A	A	A
					No. of Hours	8	RD	8	8	8	8 6
					Overtime (hrs.)	0	RD	0	0	0	RD 0 0
					Late (mins)						0

10  
Jan. 31

					1	2	3	4	5	6	7
44	M19-010	RADAZA, RAMIR	Maintenance Superintendent	Regular	SHIFT No. of Hours Overtime (hrs.) Late (mins)	A A A A A A RD	B B 8 8 8 8 RD	RD 6 ✓			
45	M20-038	RAMOS, MARK	AO	Probationary	SHIFT No. of Hours Overtime (hrs.) Late (mins)	C RD B B B B	B RD B B B B	RD 6 ✓			
46	M20-065	REFORMA, JESTONI L.	Substation Tender	Probationary	SHIFT No. of Hours Overtime (hrs.) Late (mins)	A A A A A A RD	B B 8 8 8 8 RD	RD 6 ✓			
47	M20-047	REYES, JAKE	Project Coordinator	Project Based	SHIFT No. of Hours Overtime (hrs.) Late (mins)	A A A A A L RD	B B 8 8 8 8 RD	RD 5.5 ✓			
48	M20-043	RUPIDO, MC DONNEL	Fuel Tender	Probationary	SHIFT No. of Hours Overtime (hrs.) Late (mins)	A A A A A A RD	B B 8 8 8 8 RD	RD 6 ✓			
49	M20-025	VALDEZ, MARK ARIES M.	CRO	Regular	SHIFT No. of Hours Overtime (hrs.) Late (mins)	C RD F F B B RD	B RD 12 12 8 8 RD	RD 5 ✓			
50	M20-070	VILLANUEVA, BENJIE	Warehouse Supervisor	Trainee	SHIFT No. of Hours Overtime (hrs.) Late (mins)	D D D D A A RD	B B 8 8 8 8 RD	RD 6 ✓			
51	M20-039	VILLANUEVA, KEVIN	EO	Probationary	SHIFT No. of Hours Overtime (hrs.) Late (mins)	B B B B B B RD	B B 8 8 8 8 RD	RD 6 ✓			
52	M19-018	VITTO, RAEYLN M.	Admin/HR Assistant	Regular	SHIFT No. of Hours Overtime (hrs.) Late (mins)	D D D D D D RD	B B 8 8 8 8 RD	RD 6 ✓			

SUB-TOTAL

TOTAL



Analyn Purio <ampurio.mhec@gmail.com>

## Meal Allowance for Recommending Approval

4 messages

Analyn Purio <ampurio.mhec@gmail.com>

Tue, Feb 9, 2021 at 9:03 AM

To: Joy Najito <jfnajito.cpgc.sipc@gmail.com>

Cc: marietta celis <mccelis.cpgc.sipc@gmail.com>, Reymark Laylay <rlaylay.mhec@gmail.com>, Mary Grace Bernardo <mabernardo.mhec@gmail.com>

Dear Mam,

Good Morning.

Ma'am kindly see attached file for your reference the RFCD for

MHEC Employee's Meal Allowance for  
the period of February 08-14,2021

P37,287.50

for your recommending approval.

Thank you,  
Ana

**Meal Allowance for MHEC Employee's Recommending Approval.pdf**  
2536K

Analyn Purio <ampurio.mhec@gmail.com>

Tue, Feb 9, 2021 at 3:21 PM

Joy Najito <jfnajito.cpgc.sipc@gmail.com>

Cc: marietta celis <mccelis.cpgc.sipc@gmail.com>, Reymark Laylay <rlaylay.mhec@gmail.com>, Mary Grace Bernardo <mabernardo.mhec@gmail.com>

Dear Ma'am,

Good Afternoon.

Mam follow-up ko ang Meal Allowance for MHEC Employee's.

for your recommending approval.

Thank you,  
Ana

[Quoted text hidden]

Joy Najito <jfnajito.cpgc.sipc@gmail.com>

Tue, Feb 9, 2021 at 7:54 PM

Analyn Purio <ampurio.mhec@gmail.com>

Pls proceed.

[Quoted text hidden]

Analyn Purio <ampurio.mhec@gmail.com>

Wed, Feb 10, 2021 at 8:19 AM

To: Joy Najito <jfnajito.cpgc.sipc@gmail.com>

Good Morning po.

Thank you.

[Quoted text hidden]