

032

ACCOUNT No.

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

ACCOUNT NAME

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

CHECK No.

6500187334
6500187334

BRSTM

38026
0023



93P

DATE January 15, 2021

DOCUMENTARY STAMPS PAID

PAY TO THE
ORDER OF

JORGENSEN BOLIVAR

PESOS

FORTY THREE THOUSAND NINE HUNDRED TWENTY FIVE PESOS ONLY

/ 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.

#6500187334#38026#0023#007650028798# #6500187334#38026#0023#007650028798# #6500187334#38026#0023#007650028798# #6500187334#38026#0023#007650028798#

ENRICO BRIAN ANI

ANALYN PURIO

#6500187334#38026#0023#007650028798# 000

- | | |
|--|-------------|
| 1) Engr. Latoza - Meal Jan 11 - 17, 2021 | ₱ 700.00 |
| 2) MHEC Pinamalayan - Meal Jan 11-17, 2021 | ₱ 33,925.00 |
| 3) Nestor Beato - Cash Payroll Dec 26 - Jan 10, 2021 | ₱ 2,000.00 |
| 4) Cash Advance - MHEC Supporting Documents for the Renewal of Business Permit | ₱ 7,200.00 |

1/15/2021

ANALYN PURIO

**PHP 33,925.00

Thirty-Three Thousand Nine Hundred Twenty-Five and 00/100*****

PINAMALAYAN

MHEC. Pinamalayan Site-Meal Allowance for the per

ANALYN PURIO

1/15/2021

E202 · OPEX Employee Benefits:E202B*	MHEC. Pinamalayan Site-Meal Allowance for the peri	PHP 6,225.00
A720 · CIP - Phase 2 BIOMASS:A723 · P	MHEC. Pinamalayan Site-Meal Allowance for the peri	PHP 2,350.00
E100 · Cost of Goods Sold:E107 · COS-	MHEC. Pinamalayan Site-Meal Allowance for the peri	PHP 25,350.00

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

PHP 33,925.00

ANALYN PURIO

1/15/2021

E202 · OPEX Employee Benefits:E202B*	MHEC. Pinamalayan Site-Meal Allowance for the peri	PHP 6,225.00
A720 · CIP - Phase 2 BIOMASS:A723 · P	MHEC. Pinamalayan Site-Meal Allowance for the peri	PHP 2,350.00
E100 · Cost of Goods Sold:E107 · COS-	MHEC. Pinamalayan Site-Meal Allowance for the peri	PHP 25,350.00

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

PHP 33,925.00

MINDORO HARVEST ENERGY CO. INC.
NABUSLOT, PINAMALAYAN
FOR THE PERIOD COVERED Jan.11-17, 2021

NAME	No of Days Worked	Daily Allowance	Adjustment	FOR ADVANCE RELEASE		TOTAL AMOUNT	SIGNATURE
				01/04-10/2021	01/11-17/2021		
1 Abrio	Jashper Nil	L. 6	150.00	-	900.00	900.00	
2 Abuda	Anna Faith	N. 6	150.00	-	900.00	900.00	
3 Agoncillo	Joey	M. 6	150.00	(450.00)	900.00	450.00	
4 Ani	Enrico Brian	A. 6	400.00	-	2,400.00	2,400.00	
5 Anyayahan	Ericson	F. 6	75.00	-	450.00	450.00	
6 Arcilla	Archie	M. 6	75.00	-	450.00	450.00	
7 Banastas	Daniel Mark	M. 6	75.00	-	450.00	450.00	
8 Beato	Nestor	B. 6	150.00	-	900.00	900.00	
9 Bequilla	Warren	B. 6	150.00	-	900.00	900.00	
10 Bernardo	Mary Grace	A. 6	75.00	-	450.00	450.00	
11 Bolivar	Jorgensen	L. 6	75.00	75.00	450.00	525.00	
12 Bumagat	Janson	— 6	150.00	(825.00)	900.00	175.00	
13 Calderon	Jefferson	A. 6	75.00	-	450.00	450.00	
14 Calle	Randy	L. 6	150.00	-	900.00	900.00	
15 Ceniza	Angel Faith	G. 6	75.00	-	450.00	450.00	
16 Cortezza	Jubert	C. 6	150.00	-	900.00	900.00	
17 Cunanan	Gian Carlo	O. 6	75.00	-	450.00	450.00	
18 De Belen	Sheryl	M. 6	150.00	-	900.00	900.00	
19 De Guzman	Edenelle	F. 6	150.00	-	900.00	900.00	
20 De Villa	Mark Joey	A. 6	75.00	-	450.00	450.00	
21 Delica	Jaylord Zeus	M. 6	150.00	-	900.00	900.00	
22 Dimaala	Melvin	M. 6	150.00	-	900.00	900.00	
23 Ecal	Joy	C. 6	150.00	(900.00)	900.00	900.00	
24 Jarasa	John	M. 6	75.00	-	450.00	450.00	
25 Justiniano	Mark Gil	F. 6	150.00	-	900.00	900.00	
26 Laylay	Reymark	M. 6	75.00	-	450.00	450.00	
27 Leuterio	Jay Ar	L. 6	75.00	-	450.00	450.00	
28 Linga	Laurence	M. 6	75.00	75.00	450.00	525.00	
29 Lorenzo	Carlos Jr.	S. 6	200.00	(1,100.00)	1,200.00	100.00	
30 Luna	Rogelio Jr.	P. 6	150.00	(150.00)	900.00	750.00	
31 Madla	Zcyla	L. 6	75.00	-	450.00	450.00	
32 Malarayap	Alyssa	M. 6	75.00	-	450.00	450.00	
33 Mañibo	Michael	M. 6	75.00	-	450.00	450.00	
34 Marasigan	Maximo	A. 6	150.00	-	900.00	900.00	
35 Masculino	Danilo	N. 6	150.00	-	900.00	900.00	
36 Medora	Ian	M. 6	150.00	-	900.00	900.00	
37 Mendoza	Julius Cesar	N. 6	75.00	-	450.00	450.00	
38 Mercene	Noah Evan	T. 6	75.00	-	450.00	450.00	
39 Miciano	Philip John	T. 6	300.00	(1,800.00)	1,800.00	-	
40 Moncada	April Leona Kaye	D. 6	75.00	-	450.00	450.00	
41 Olaguer	Raiyan	— 6	150.00	(150.00)	900.00	750.00	
42 Ornedo	Ruther	L. 6	150.00	-	900.00	900.00	
43 Pangan	Alver	B. 6	75.00	-	450.00	450.00	
44 Purio	Analyn	M. 6	150.00	-	900.00	900.00	
45 Quilang	Jay Anthony	B. 6	150.00	(150.00)	900.00	750.00	
46 Radaza	Ramir	T. 6	150.00	-	900.00	900.00	
47 Ramos	Mark	B. 6	75.00	(75.00)	450.00	375.00	
48 Reforma	Jestoni	L. 6	75.00	-	450.00	450.00	
49 Reyes	Jake	M. 6	75.00	(75.00)	450.00	450.00	
50 Rupido	Mc Donnell	E. 6	75.00	-	450.00	375.00	
51 Valdez	Mark Aries	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	75.00	-	450.00	450.00	
54 Vitto	Raelyn	M. 6	150.00	-	900.00	900.00	
TOTAL						33,925.00	

Prepared by:
MARY GRACE BERNARDO
Accounting Assistant

Checked by:
ANALYN PURIO
Finance Assistant

Noted by:
 thru email 01/12/21 08:09 PM
JOY F. NAJITO
Admin Manager

15 JAN 2021

DEAR MAM ANA

PLEASE LEAVE MY MEAL ALLOWANCE ON
GUARD ON DUTY FRIDAY DUE TO my SHIFT SCHED.
WAS 3RD SHIFT (11PM TO 7AM)

THANK YOU, YOUR KIND & CONSIDERATION
ON THIS MATTER.

950 1) RANDY L CAWE - *larry*

450 2) GIANI CARLO CUNANAN *gdy*

450 3) ARCHIE M. ARCILLA *Archie*

Guard on Duty: VC QUINN HIT

DATE: 1/15/21

Dear Sir/Ma'am,

This is to authorize the guard on duty to receive the allowances of the following MHEC employees listed below

- ① Michael Manibo ✓
- ② Raian Dlaguer ✓
- ③ Ruther Ornedo include ✓
- ④ Jay-ar Lectorio ✓
- ⑤ Erickson Anyayahan ✓

Thank you.

Best regards,

Michael

Raian

Ruther

Jay-ar

Erickson

Guard on Duty: JONATHAN QUIRIMIR

DATE: 11/15/21

MINDORO HARVEST ENERGY CO. INC
REQUEST FOR DISBURSEMENT

SENDER : MHEC

PAY TO :

RFCD No. : MHEC-01-2107

Date Requested: 01.12.2021

Due Date : 01.15.2021

Cash

Bank Check

EXPLANATION

MEAL ALLOWANCE :

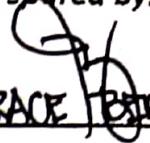
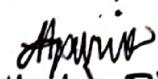
FOR THE PERIOD COVERED :

JANUARY 11 - 17, 2021

AMOUNT

33,925.00

MHEC PINAMALAYAN

Entered by:	Checked by:	Noted by:	Approved by: thru email 01-12-21 08:09PM	Request Initiated by:	Payment Received by:
 GRACE PERNATAKO	 ANALYN PURIO	JOY F. NAJITO			

MINDORO HARVEST
NPC Compound Sta Isabel, Simaron Calapan City

MEAL ALLOWANCE
Jan. 04-10, 2020

	NAMES	daily Allowance	No. of days work	adjustment : Jan. 04-10, 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	-3.0	VL on Jan. 5&6; CRD on Jan. 10	3.0
4	Ani Enrico Brian	400.00	6			6.0
5	Anyayahen Ericson F.	75.00	6			6.0
6	Arcilla Archie	75.00	6			6.0
7	Banastas Daniel Mark M.	75.00	6			6.0
8	Beato Nestor	150.00	6			6.0
9	Bequilla Warren	150.00	6			6.0
10	Bernardo Mary Grace	75.00	6			6.0
11	Bolivar Jorgensen	75.00	6	1.0	RD Duty	7.0
12	Bumagat Janson	150.00	6	-5.5	WFH - Jan. 4-8; half day on Jan. 9	0.5
13	Calderon Jefferson	75.00	6			6.0
14	Calle Randy	150.00	6			6.0
15	Ceniza Angel Faith	75.00	6			6.0
16	Corteza Jubert	150.00	6			6.0
17	Cunanan Gian Carlo	75.00	6			6.0
18	De Belen Sheryl	75.00	6			6.0
19	De Guzman Edanelle	150.00	6			6.0
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			6.0
23	Ecal Joy	150.00	6	-6.0	Leave	-
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	75.00	6	1.0	On Duty on Jan. 01 - no Record on DTR but as per guard logbook he is on duty	7.0
29	Lorenzo Carlos Jr.	200.00	6	-5.5	Leave on Jan. 4 - 8	0.5
30	Luna Rogelio	150.00	6	-1.0	VL on Jan. 09	5.0
31	Madla Zcyla	75.00	6			6.0
32	Malarayap Alyssa	75.00	6			6.0
33	Mariibo Michael	75.00	6			6.0
34	Marasigan Maximo	150.00	6			6.0
35	Masculino Danilo	150.00	6			6.0
36	Medora Ian	150.00	6			6.0
37	Mendoza Julius Cesar	75.00	6			6.0
38	Mercene Noah	75.00	6			6.0
39	Moncada April Leona Kaye	75.00	6			6.0
40	Olaguer Raian	150.00	6	-1.0	2x RD based on Operations Sched.	5.0
41	Ormedo Ruther	150.00	6			6.0
42	Pangan Alver	75.00	6			6.0
43	Purio Analyn	150.00	6			6.0
44	Quilang Jay Anthony	150.00	6	-1.0	SL on Jan. 08	5.0
45	Radaza Ramir	150.00	6			6.0
46	Ramos Mark	75.00	6	-1.0	LWOP on Jan. 09	5.0
47	Reforma Jestoni	75.00	6	-1.0	LWOP on Jan. 04	5.0
48	Reyes Jake	75.00	6			6.0
49	Rupido Mc Donell	75.00	6	-1.0	VL on Jan. 04	5.0
50	Valdez Mark Aries	150.00	6			6.0
51	Villanueva Benjie	75.00	6			6.0
52	Villanueva Kevin	75.00	6			6.0
53	Vitto Raelyn	150.00	6			
	TOTAL					

VL - Jan 4-8 ; half day Jan. 9

Prepared by:

RAYLYN M. VETTO
Admin/HR Assistant

Checked by:

ANALYN PURIO
Finance Assistant

Noted by:
thru email 01/07/21 08:09 AM

JOY F. NAJITO
Admin Manager

MINDORO HARVEST ENERGY CO., INC.
DTR SUMMARY FOR THE PERIOD OF Jan. 04-10, 2021

Shift Reference

A= 7:00 AM -3:00 PM

B= 3:00 PM - 11:00 PM

J.	ID No	NAME	POSITION	STATUS	DATE	4	5	6	7	8	9	10	TOTAL
1	S14-0012	ABRIO, Jasper NII L.	EIC Supervisor	Regular	SHIFT	A	A	A	D	D	D	RD	
					No. of Hours	8✓	8✓	8✓	8✓	7✓	8✓	RD	6✓
					Overtime (hrs.)	0	0	0	0	-1	0	RD	0
					Late (mins)								0
2	M19-013	ABUDA, ANNA FAITH	Operations Analyst	Regular	SHIFT	D	D	D	D	D	D	RD	
					No. of Hours	7✓	8✓	8✓	8✓	8✓	8✓	RD	6✓
					Overtime (hrs.)	-1	0	0	0	0	0	RD	0
					Late (mins)								0
3	M19-011	AGONCILLO, JOEY	Helper Mechanic	Regular	SHIFT	RD	VL	LWOP	A	A	A	CRD	
					No. of Hours	RD	VL	LWOP	8✓	8✓	8✓	CRD	3✓
					Overtime (hrs.)	RD	VL	LWOP	0	0	0	CRD	0
					Late (mins)								0
4	S16-0036	ANI, ENRICO BRIAN	Plant Superintendent	Regular	SHIFT	A	D	D	D	D	D	RD	
					No. of Hours	9✓	8✓	8✓	8✓	8✓	8✓	RD	6✓
					Overtime (hrs.)	1	0	0	0	0	0	RD	0
					Late (mins)								0
5	M20-058	ANYAYAHAN, ERICSON F	CRO	Trainee	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)								2 0
6	M20-051	ARCILLA, ARCHIE M.	AO	Probationary	SHIFT	B	B	B	B	RD	A	A	
					No. of Hours	✓8	✓8	✓8	✓8	✓8	✓8	✓8	6✓
					Overtime (hrs.)	0	0	0	0	0	0	0	0
					Late (mins)								0
7	M20-067	BANASTAS, DANIEL MAR	AO	Trainee	SHIFT	RD	B	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
8	M19-002	BEATO, NESTOR	Mechanic	Regular	SHIFT	A	A	A	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
9	M20-021	BEQUILLA, WARREN	Mechanic	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
10	M20-059	BERNARDO, MARY GRAC	Bookkeeper	Trainee	SHIFT	D	D	D	D	D	D	RD	
					No. of Hours	8✓	8✓	8✓	8✓	8✓	8✓	8✓	6✓
					Overtime (hrs.)	0	0	0	0	0	0	0	RD
					Late (mins)				1	1			0
11	M20-057	BOLIVAR, JORGENSEN L	Driver/Utility	Probationary	SHIFT	A	A	D	A	A	A	A	
					No. of Hours	9✓	10✓	8✓	8✓	12✓	8✓	8✓	7✓
					Overtime (hrs.)	1	2	0	0	4	0	0	0
					Late (mins)	10		5					1
12		BUMAGAT, JANSON	Project Mechanical Engr.	Probationary	SHIFT	D	D	D	D	D	L	RD	
					No. of Hours						4	RD	0
					Overtime (hrs.)	-8	-8	-8	-8	-8	-4	RD	
					Late (mins)								0
13	M20-052	CALDERON, JEFFERSON	AO	Probationary	SHIFT	C	C	C	C	C	C	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

M20-026	CALLE, RANDY	CRO	Regular	SHIFT	A	B	B	RD	A	A	A
				No. of Hours	8	8	8	RD	8	8	8
				Overtime (hrs.)	0	0	0	RD	0	0	0
				Late (mins)							0
15	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
				Overtime (hrs.)	0	0	0	0	0	0	RD
				Late (mins)					1		0
16	M19-003 CORTEZA, JUBERT	Shift Supervisor	Regular	SHIFT	B	A	A	B	RD	C	B
				No. of Hours	8	8	8	8	RD	8	8
				Overtime (hrs.)	0	0	0	0	RD	0	0
				Late (mins)							0
17	M20-036 CUNANAN, GIAN CARLO	EO	Probationary	SHIFT	B	B	B	B	RD	A	A
				No. of Hours	8	8	8	8	RD	8	8
				Overtime (hrs.)	0	0	0	0	RD	0	0
				Late (mins)							0
18	M20-033 DE BELEN, SHERYL	Project Coordinator	Regular	SHIFT	A	A	A	A	A	A	RD
				No. of Hours	8	8	8	8	8	8	RD
				Overtime (hrs.)	0	0	0	0	0	0	RD
				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
				Overtime (hrs.)	0	0	0	0	0	0	RD
				Late (mins)							0
21	M20-053 DE VILLA, MARK JOEY A	EO	Probationary	SHIFT	C	C	C	RD	B	B	B
				No. of Hours	8	8	8	RD	8	8	8
				Overtime (hrs.)	0	0	0	RD	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
				Overtime (hrs.)	0	0	0	0	RD	0	0
				Late (mins)							0
22	M19-028 DIMAALA, MELVIN	Warehouseman	Regular	SHIFT	D	D	D	D	D	A	RD
				No. of Hours	8	8	8	8	8	8	RD
				Overtime (hrs.)	0	0	0	0	0	0	RD
				Late (mins)	9				6		1
M19-004	ECAL, JOY	Mechanic	Regular	SHIFT	LWOP	LWOP	LWOP	LWOP	LWOP	RD	LWOP
				No. of Hours	LWOP	LWOP	LWOP	LWOP	LWOP	RD	LWOP
				Overtime (hrs.)	LWOP	LWOP	LWOP	LWOP	LWOP	RD	LWOP
				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
				Overtime (hrs.)	0	0	0	0	RD	0	0
				Late (mins)							0
25	M20-023 JUSTINIANO, MARK GIL	Warehouseman	Regular	SHIFT	A	A	A	A	A	RD	A
				No. of Hours	8	8	8	8	8	RD	8
				Overtime (hrs.)	0	0	0	0	RD	0	0
				Late (mins)							0
26	M20-050 LAYLAY, REYMARK	Accountant	Probationary	SHIFT	D	D	D	D	D	D	RD
				No. of Hours	8	8	8	8	8	8	RD
				Overtime (hrs.)	0	0	0	0	0	0	RD
				Late (mins)							0
27	M20-054 LEUTERIO, JAY-AR L.	AO	Probationary	SHIFT	A	A	A	A	A	RD	C
				No. of Hours	8	8	8	8	8	RD	8
				Overtime (hrs.)	0	0	0	0	0	RD	0
				Late (mins)							0
28	M20-035 LINGA, LAURENCE	EO	Probationary	SHIFT	RD	B	B	B	B	B	B
				No. of Hours	RD	8	8	8	8	8	8
				Overtime (hrs.)	RD	0	0	0	0	0	0
				Late (mins)							0

	M20-056	LORENZO, CARLOS	Biomass Specialist	Probationary	SHIFT	LWOP	LWOP	LWOP	LWOP	LWOP	L	RD	
					No. of Hours	LWOP	LWOP	LWOP	LWOP	LWOP	4	RD	✓
					Overtime (hrs.)	LWOP	LWOP	LWOP	LWOP	LWOP	-4	RD	0
					Late (mins)								0
					SHIFT	D	D	D	D	D	VL	RD	
30	M19-008	LUNA, ROGELIO JR.	Security OIC	Regular	No. of Hours	B	8	8	8	8	VL	RD	5
					Overtime (hrs.)	0	0	0	0	0	VL	RD	0
					Late (mins)								0
					SHIFT	D	D	D	D	D	D	RD	
31	M20-061	MADLA, ZCYRA	Accounting Clerk	Probationary	No. of Hours	8	8	8	8	8	8	RD	6
					Overtime (hrs.)	0	0	0	0	0	0	RD	0
					Late (mins)								0
					SHIFT	D	D	D	D	D	D	RD	
32	M20-060	MALARAYAP, ALYSSA	Project Cost Accounting Staff	Probationary	No. of Hours	8	8	8	8	8	8	RD	6
					Overtime (hrs.)	0	0	0	0	0	0	RD	0
					Late (mins)						1		0
					SHIFT	B	RD	A	A	A	A	A	
33	M19-027	MAÑIBO, MICHAEL	EO	Probationary	No. of Hours	8	RD	8	8	8	8	8	6
					Overtime (hrs.)	0	RD	0	0	0	0	0	0
					Late (mins)								0
					SHIFT	A	A	A	A	A	D	RD	
34	M20-022	MARASIGAN, MAXIMO	Driver/Utility	Regular	No. of Hours	11	11	8	8	9	8	RD	6
					Overtime (hrs.)	3	3	0	0	1	0	RD	0
					Late (mins)								1
					SHIFT	C	C	RD	B	B	B	B	
35	M19-005	MASCULINO, DANILO	CRO	Regular	No. of Hours	8	8	RD	8	8	8	8	6
					Overtime (hrs.)	0	0	RD	0	0	0	0	0
					Late (mins)								0
					SHIFT	RD	A	A	A	A	A	A	
36	M19-006	MEDORA, IAN	EIC Technician	Regular	No. of Hours	RD	8	8	8	8	8	8	6
					Overtime (hrs.)	RD	0	0	0	0	0	0	0
					Late (mins)								0
					SHIFT	C	C	C	RD	B	B	B	
37	M20-046	MENDOZA, JULIUS CESA	AO	Probationary	No. of Hours	8	8	8	RD	8	8	8	6
					Overtime (hrs.)	0	0	0	RD	0	0	0	0
					Late (mins)								0
					SHIFT	D	D	D	D	D	D	RD	
	M20-055	MERCENE, NOAH	Purchaser	Probationary	No. of Hours	8	8	8	8	8	8	RD	6
					Overtime (hrs.)	0	0	0	0	0	0	RD	0
					Late (mins)								0
					SHIFT	D	D	D	D	D	D	RD	
39	M20-040	MONCADA, APRIL LEONA	Operations Secretary	Probationary	No. of Hours	8	8	8	8	8	8	RD	6
					Overtime (hrs.)	0	0	0	0	0	0	RD	0
					Late (mins)								0
					SHIFT	RD	B	B	C	C	RD	C	
40	M20-068	OLAGUER, RAIAN	Shift Supervisor	Probationary	No. of Hours	RD	8	8	8	8	RD	8	5
					Overtime (hrs.)	RD	0	0	0	0	RD	0	0
					Late (mins)								0
					SHIFT	A	A	A	A	A	RD	C	
41	M19-016	ORNEDO, RUTHER	EO	Regular	No. of Hours	8	8	8	8	8	RD	8	6
					Overtime (hrs.)	0	0	0	0	0	RD	0	0
					Late (mins)								0
					SHIFT	C	C	C	RD	B	B	A	
42	M20-062	PANGAN, ALVER B.	Shift Supervisor	Probationary	No. of Hours	8	8	8	RD	8	8	8	6
					Overtime (hrs.)	0	0	0	RD	0	0	0	0
					Late (mins)								0
					SHIFT	D	D	D	D	D	D	RD	
43	M19-017	PURIO, ANALYN	Finance Assistant	Regular	No. of Hours	8	8	8	8	8	8	RD	6
					Overtime (hrs.)	0	0	0	0	0	0	RD	0
					Late (mins)								0

					4	5	6	7	8	9	10
4	M20-020	QUILANG, JAY ANTHONY	Plant Mechanic	Regular	SHIFT	A	RD	A	A	SL	A A
					No. of Hours	8	RD	8	8	SL	8 8
					Overtime (hrs.)	0	RD	0	0	SL	0 0
					Late (mins)						0
45	M19-010	RADAZA, RAMIR	Maintenance Superintendent	Regular	SHIFT	A	A	A	A	A	RD
					No. of Hours	8	8	8	8	8	RD 6
					Overtime (hrs.)	0	0	0	0	0	RD 0
					Late (mins)						0
46	M20-038	RAMOS, MARK	AO	Probationary	SHIFT	A	A	RD	C	C LWOP	C
					No. of Hours	8	8	RD	8	8 LWOP	8 5
					Overtime (hrs.)	0	0	RD	0	0 LWOP	0 0
					Late (mins)						0
47	M20-065	REFORMA, JESTONI L.	Substation Tender	Probationary	SHIFT	A	A	A	A	A A	RD
					No. of Hours	8	8	8	8	8	RD 6
					Overtime (hrs.)	0	0	0	0	0	RD 0
					Late (mins)		2			1	0
48	M20-047	REYES, JAKE	Project Coordinator	Project Based	SHIFT	LWOP	A	A	A	A A	RD
					No. of Hours	LWOP	8	8	8	8	RD 5
					Overtime (hrs.)	LWOP	0	0	0	0	RD 0
					Late (mins)			20			1
49	M20-043	RUPIDO, MC DONNEL	Fuel Tender	Probationary	SHIFT	A	A	A	A	A A	RD
					No. of Hours	8	8	8	8	8	RD 6
					Overtime (hrs.)	0	0	0	0	0	RD 0
					Late (mins)						0
50	M20-025	VALDEZ, MARK ARIES M.	CRO	Regular	SHIFT	VL	RD	C	C	C C	C
					No. of Hours	VL	RD	8	8	8	8 5
					Overtime (hrs.)	VL	RD	0	0	0	0 0
					Late (mins)						0
51	M20-070	VILLANUEVA, BENJIE	Warehouse Supervisor	Trainee	SHIFT	D	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
52	M20-039	VILLANUEVA, KEVIN	EO	Probationary	SHIFT	C	C	C	C	C C	RD
					No. of Hours	8	8	8	8	8	RD 6
					Overtime (hrs.)	0	0	0	0	0	RD 0
					Late (mins)						0
	M19-018	VITTO, RAEILYN M.	Admin/HR Assistant	Regular	SHIFT	D	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)				2		0

SUB-TOTAL

TOTAL



Analyn Purio <ampurio.mhec@gmail.com>

RFCD for Recommending Approval

3 messages

Tue, Jan 12, 2021 at 4:35 PM

Analyn Purio <ampurio.mhec@gmail.com>

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>

Hi Ma'am,
Good Afternoon po.

Ma'am kindly see attached file the RFCD for

*MHEC.Employee's Meal Allowance for
the period of January 11-17,2021 P33,925.00

*Meal Allowance of Sir Avelino Latoza for
the period of January 11-17,2021 P750.00

Ma'am for your recommending approval.

Thank you,
Ana

RFCD for recommending approval Meal Allowance.pdf
2968K

Joy Najito <jfnajito.cpgc.sipc@gmail.com>
To: Analyn Purio <ampurio.mhec@gmail.com>

Tue, Jan 12, 2021 at 8:09 PM

Pls proceed
[Quoted text hidden]

Analyn Purio <ampurio.mhec@gmail.com>
To: Joy Najito <jfnajito.cpgc.sipc@gmail.com>

Wed, Jan 13, 2021 at 8:28 AM

Good Morning po.

Thank you po
[Quoted text hidden]

MINDORO HARVEST ENERGY CO. INC.
NABUSLOT, PINAMALAYAN
FOR THE PERIOD COVERED Jan.11-17, 2021

NAME	No of Days Worked	Daily Allowance	Adjustment	FOR ADVANCE RELEASE	TOTAL AMOUNT	SIGNATURE	Adjustment					
			01/04-10/2021	01/11-17/2021								
MHEC - Pinamalayan												
ADMIN												
1 Bernardo	Mary Grace	A. 6	75.00	-	450.00	450.00						
2 Bolivar	Jorgensen	L. 6	75.00	-	450.00	525.00	1					
3 Laylay	Reymark	M. 6	75.00	-	450.00	450.00						
4 Luna	Rogelio Jr.	P. 6	150.00	-	150.00	900.00	750.00					
5 Madla	Zczyra	L. 6	75.00	-	450.00	450.00						
6 Malarayap	Alyssa	M. 6	75.00	-	450.00	900.00						
7 Marasigan	Maximo	A. 6	150.00	-	450.00	450.00						
8 Moncada	April Leona Kaye	D. 6	75.00	-	900.00	900.00						
9 Purio	Analyn	M. 6	150.00	-	900.00	900.00						
10 Vitto	Raelyn	M. 6	150.00	-	900.00	900.00						
						5,225.00						
SUBTOTAL												
BIOMASS												
11 Burnagat	Janson		6	150.00	-	825.00	900.00					
12 De Belen	Sheryt	M. 6	150.00	-	900.00	900.00						
13 De Guzman	Edenelle	F. 6	150.00	-	900.00	900.00						
14 Lorenzo	Carlos Jr.	S. 6	200.00	-	1,100.00	1,200.00	100.00					
15 Reyes	Jake	M. 6	75.00	-	75.00	450.00	375.00					
						2,350.00						
SUBTOTAL												
OPERATION												
16 Abrio	Jashper Nil	L. 6	150.00	-	900.00	900.00						
17 Abuda	Anna Faith	N. 6	150.00	-	900.00	900.00						
18 Agoncillo	Joey	M. 6	150.00	-	450.00	900.00	450.00					
19 Ani	Enrico Brian	A. 6	400.00	-	2,400.00	2,400.00						
20 Anyayahan	Ericson	F. 6	75.00	-	450.00	450.00						
21 Arcilla	Archie	M. 6	75.00	-	450.00	450.00						
22 Banastas	Daniel Mark	M. 6	75.00	-	900.00	900.00						
23 Beato	Nestor	B. 6	150.00	-	900.00	900.00						
24 Bequilla	Warren	B. 6	150.00	-	900.00	900.00						
25 Calderon	Jefferson	A. 6	75.00	-	450.00	450.00						
26 Calle	Randy	L. 6	150.00	-	900.00	900.00						
27 Ceniza	Angel Faith	G. 6	75.00	-	450.00	450.00						
28 Corteza	Jubert	C. 6	150.00	-	900.00	900.00						
29 Cunanan	Gian Carlo	O. 6	75.00	-	450.00	450.00						
30 De Villa	Mark Joey	A. 6	75.00	-	900.00	900.00						
31 Delica	Jayford Zeus	M. 6	150.00	-	900.00	900.00						
32 Dimaala	Melvin	M. 6	150.00	-	900.00	900.00						
33 Ecal	Joy	C. 6	150.00	-	900.00	900.00						
34 Jarasa	John	M. 6	75.00	-	450.00	450.00						
35 Justiniano	Mark Gil	F. 6	150.00	-	450.00	450.00						
36 Leuterio	Jay Ar	L. 6	75.00	-	450.00	525.00	1					
37 Linga	Laurence	M. 6	75.00	-	450.00	450.00						
38 Manibo	Michael	M. 6	75.00	-	900.00	900.00						
39 Masculino	Danilo	N. 6	150.00	-	900.00	900.00						
40 Medora	Ian	M. 6	150.00	-	900.00	900.00						
41 Mendoza	Julius Cesar	N. 6	75.00	-	450.00	450.00						
42 Mercene	Noah Evan	T. 6	75.00	-	450.00	450.00						
43 Miciano	Philip John	T. 6	300.00	-	1,800.00	1,800.00						
44 Olaguer	Raiyan	I. 6	150.00	-	150.00	900.00	750.00					
45 Ormedo	Ruther	I. 6	150.00	-	900.00	900.00						
46 Pangan	Alver	B. 6	75.00	-	450.00	450.00						
47 Quilang	Jay Anthony	B. 6	150.00	-	150.00	900.00	750.00					
48 Radaza	Ramir	T. 6	150.00	-	900.00	900.00						
49 Ramos	Mark	B. 6	75.00	-	75.00	450.00	375.00					
50 Reforma	Jestoni	L. 6	75.00	-	450.00	450.00						
51 Rupido	Mc Donnell	E. 6	75.00	-	450.00	450.00						
52 Valdez	Mark Aries	M. 6	150.00	-	150.00	900.00	750.00					
53 Villanueva	Benjie	F. 6	75.00	-	450.00	450.00						
54 Villanueva	Kevin	A. 6	75.00	-	450.00	450.00						
						25,350.00						
SUBTOTAL												
MHEC - Calapan												
59 Mañibo	Joel	B. 6	150.00	-	900.00	900.00						
60 Morcozo	Mellie	E. 6	75.00	-	450.00	450.00						
62 Ramos	Everly	B. 6	150.00	-	900.00	900.00						
						1,800.00						
SUBTOTAL												
BIOMASS												
56 Bagon	Airelito	T. 6	150.00	-	150.00	900.00	750.00					
58 Laderas	Hazel Marie	A. 6	150.00	-	450.00	900.00	1,350.00					
61 Noble	Jamaica	V. 6	150.00	-	900.00	900.00						
63 Rogelio	Arnold	T. 6	150.00	-	900.00	900.00						
						3,900.00						
SUBTOTAL												
OPERATION												
55 Antenor	Mark Anthony	T. 6	75.00	-	450.00	450.00						
57 Cusi	Jannela	F. 6	75.00	-	450.00	450.00						
						450.00						
SUBTOTAL						40,075.00						