

ACCOUNT NO. 007-650-02879-8

ACCOUNT NAME

007-650-02879-8



256

CHECK No.

6500187344

BKSTN

38026
0023

DATE

February 05, 2021

PAY TO THE
ORDER OF

JORGENSEN BOLIVAR

P

50,783.98

PESOS

* FIFTY THOUSAND SEVEN HUNDRED EIGHTY THREE AND 98/100 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.

ENRICO BRIAN ANI

ANALYN PURIO

⑈ 6 500 18 7344 ⑈ 380 26 ⑈ 00 23 ⑈ 00 76 500 28 798 ⑈ 000

- DRMECO at Maritime Staffhouse Dec 23 - Jan 23
- DRMECO at MHECO site Dec 22 - Jan 22
- DRMECO - Temporary Connection of 50kVA transformer for BIOMASS
- Engr Latoza - Meal ftp Feb 01 - 7
- MHEC Pinamalayan - Meal ftp Feb 01 - 07

₱ 1,095.92

₱ 6,849.06

₱ 5,729.00

₱ 900.00

₱ 36,150.00

2/5/2021

ANALYN PURIO

**PHP 36,150.00

Thirty-Six Thousand One Hundred Fifty and 00/100*****

PINAMALAYAN

MHEC Pinamalayan- Meal Allowance for the period

ANALYN PURIO

2/5/2021

E202 · OPEX Employee Benefits:E202B* MHEC Pinamalayan- Meal Allowance for the period o
A720 · CIP - Phase 2 BIOMASS:A723 · P MHEC Pinamalayan- Meal Allowance for the period o
E100 · Cost of Goods Sold:E107 · COS- MHEC Pinamalayan- Meal Allowance for the period o

PHP 6,262.50
PHP 3,600.00
PHP 26,287.50



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

PHP 36,150.00

ANALYN PURIO

2/5/2021

E202 · OPEX Employee Benefits:E202B* MHEC Pinamalayan- Meal Allowance for the period o
A720 · CIP - Phase 2 BIOMASS:A723 · P MHEC Pinamalayan- Meal Allowance for the period o
E100 · Cost of Goods Sold:E107 · COS- MHEC Pinamalayan- Meal Allowance for the period o

PHP 6,262.50
PHP 3,600.00
PHP 26,287.50



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

PHP 36,150.00

MINDORO HARVEST ENERGY CO. INC.
NABUSLOT, PINAMALAYAN
FOR THE PERIOD COVERED Feb.01-07, 2021

FOR THE PERIOD COVERED Feb.01-07, 2021										
NAME				No of Days Worked	Daily Allowance	Adjustment	FOR ADVANCE RELEASE	TOTAL AMOUNT	SIGNATURE	Adjustment
						01/25-31/2021	02/01-07/2021			12/28/2020-01/03/2021
Admin										
1	Bernardo	Mary Grace	A.	6	75.00	-	450.00	450.00		
2	Bolivar	Jorgensen	L.	6	75.00	- 75.00	450.00	375.00		-1
3	Laylay	Reymark	M.	6	75.00	-	450.00	450.00		
4	Luna	Rogelio Jr.	P.	6	150.00	- 75.00	900.00	825.00		-0.5
5	Madla	Zcyra	L.	6	75.00	- 37.50	450.00	412.50		-0.5
6	Malarayap	Alyssa	M.	6	75.00	-	450.00	450.00		
7	Marasigan	Maximo	A.	6	150.00	-	900.00	900.00		
8	Moncada	April Leona Kaye	D.	6	150.00	-	675.00	675.00		
9	Purio	Analyn	M.	6	150.00	- 75.00	900.00	825.00		-0.5
10	Vitto	Raelyn	M.	6	150.00	-	900.00	900.00		
SUBTOTAL								6,262.50		
BIOMASS										
11	Bumagat	Janson		6	150.00	-	900.00	900.00		
12	De Belen	Sheryl	M.	6	150.00	-	900.00	900.00		
13	De Guzman	Edenelle	F.	6	150.00	-	900.00	900.00		
14	Reyes	Jake	M.	6	150.00	-	900.00	900.00		
SUBTOTAL								3,600.00		
OPERATION										
15	Abrio	Jashper 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	- 150.00	900.00	750.00		-1
18	Ani	Enrico Brian	A.	6	400.00	-	2,400.00	2,400.00		
19	Arcilla	Archie	M.	6	75.00	-	450.00	450.00		
20	Banastas	Daniel Mark	M.	6	75.00	- 75.00	450.00	375.00		-1
21	Beato	Nestor	B.	6	150.00	-	900.00	900.00		
22	Bequilla	Warren	B.	6	150.00	-	900.00	900.00		
23	Calderon	Jefferson	A.	6	75.00	-	450.00	450.00		
24	Calle	Randy	L.	6	150.00	-	900.00	900.00		
25	Ceniza	Angel Faith	G.	6	150.00	-	750.00	750.00		
26	Corteza	Jubert	C.	6	150.00	- 900.00	900.00	-		-6
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	Jaylord Zeus	M.	6	150.00	-	900.00	900.00		
31	Dimaala	Melvin	M.	6	150.00	- 300.00	900.00	600.00		-2
32	Ecal	Joy	C.	6	150.00	- 900.00	900.00	-		-6
33	Jarasa	John	M.	6	75.00	-	450.00	450.00		
34	Justiniano	Mark Gil	F.	6	150.00	- 150.00	900.00	750.00		-1
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	- 75.00	900.00	975.00		
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	-		-6
43	Olague	Raian		6	150.00	-	900.00	900.00		
44	Ornedo	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	-		-6
48	Ramos	Mark	B.	6	150.00	-	900.00	900.00		
49	Reforma	Jestoni	L.	6	75.00	- 37.50	450.00	487.50		0.5
50	Rupido	Mc Donnell	E.	6	75.00	-	450.00	450.00		
51	Valdez	Mark Aries	M.	6	150.00	-	900.00	900.00		
52	Villanueva	Benjie		6	75.00	-	450.00	450.00		
53	Villanueva	Kevin	A.	6	150.00	- 150.00	900.00	750.00		-1
SUBTOTAL								26,287.50		
MHEC - Calapan										
54	Mañibo	Joel	B.	6	150.00	- 150.00	900.00	750.00		-1
55	Morcozo	Mellie	E.	6	75.00	-	450.00	450.00		
56	Ramos	Veverly	B.	6	150.00	-	900.00	900.00		
SUBTOTAL								2,100.00		
BIOMASS -Calapan										
57	Bagon	Airelito	T.	6	150.00	-	900.00	900.00		
58	Laderas	Hazel Marie	A.	6	150.00	-	900.00	900.00		
59	Noble	Jamaica	V.	6	150.00	-	900.00	900.00		
60	Rogelio	Arnold	T.	6	150.00	-	900.00	900.00		
SUBTOTAL								3,600.00		
TOTAL								41,850.00		

MINDORO HARVEST ENERGY CO. INC.
NABUSLOT, PINAMALAYAN
FOR THE PERIOD COVERED Feb.01 - 07, 2021

NAME				No of Days Worked	Daily Allowance	Adjustment		FOR ADVANCE RELEASE		TOTAL AMOUNT	SIGNATURE
						01/25-31/2021	02/01-07/2021				
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	(150.00)		900.00		750.00	
4	Ani	Enrico Brian	A.	6	400.00	-		2,400.00		2,400.00	
5	Arcilla	Archie	M.	6	75.00	-		450.00		450.00	
6	Banastas	Daniel Mark	M.	6	75.00	(75.00)		450.00		375.00	
7	Beato	Nestor	B.	6	150.00	-		900.00		900.00	
8	Bequilla	Warren	B.	6	150.00	-		900.00		900.00	
9	Bernardo	Mary Grace	A.	6	75.00	-		450.00		450.00	
10	Bolivar	Jorgensen	L.	6	75.00	(75.00)		450.00		375.00	
11	Bumagat	Janson		6	150.00	-		900.00		900.00	
12	Calderon	Jefferson	A.	6	75.00	-		450.00		450.00	
13	Calle	Randy	L.	6	150.00	-		900.00		900.00	
14	Ceniza	Angel Faith	G.	6	150.00	-		750.00		750.00	
15	Corteza	Jubert	C.	6	150.00	(900.00)		900.00		-	
16	Cunanan	Gian Carlo	O.	6	150.00	-		900.00		900.00	
17	Cusi	Jannela	F.	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	(300.00)		900.00		600.00	
23	Ecal	Joy	C.	6	150.00	(900.00)		900.00		-	
24	Jarasa	John	M.	6	75.00	-		450.00		450.00	
25	Justiniano	Mark Gil	F.	6	150.00	(150.00)		900.00		750.00	
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	150.00	-		900.00		900.00	
29	Luna	Rogelio Jr.	P.	6	150.00	(75.00)		900.00		825.00	
30	Madla	Zcyra	L.	6	75.00	(37.50)		450.00		412.50	
31	Malarayap	Alyssa	M.	6	75.00	-		450.00		450.00	
32	Mañibo	Michael		6	150.00	75.00		900.00		975.00	
33	Marasigan	Maximo	A.	6	150.00	-		900.00		900.00	
34	Masculino	Danilo	N.	6	150.00	-		900.00		900.00	
35	Medora	Ian	M.	6	150.00	-		900.00		900.00	
36	Mendoza	Julius Cesar	N.	6	75.00	-		450.00		450.00	
37	Mercene	Noah Evan	T.	6	75.00	-		450.00		450.00	
38	Miciano	Philip John	T.	6	300.00	(1,800.00)		1,800.00		-	
39	Moncada	April Leona Kaye	D.	6	150.00	-		675.00		675.00	
40	Olague	Raian		6	150.00	-		900.00		900.00	
41	Ornedo	Ruther	I.	6	150.00	-		900.00		900.00	
42	Pangan	Alver	B.	6	75.00	-		450.00		450.00	
43	Purio	Analy	M.	6	150.00	(75.00)		900.00		825.00	
44	Quilang	Jay Anthony	B.	6	150.00	-		900.00		900.00	
45	Radaza	Ramir	T.	6	150.00	(900.00)		900.00		-	
46	Ramos	Mark	B.	6	150.00	-		900.00		900.00	
47	Reforma	Jestoni	L.	6	75.00	37.50		450.00		487.50	
48	Reyes	Jake	M.	6	150.00	-		900.00		900.00	
49	Rupido	Mc Donnell	E.	6	75.00	-		450.00		450.00	
50	Valdez	Mark Aries	M.	6	150.00	-		900.00		900.00	
51	Villanueva	Benjie		6	75.00	-		450.00		450.00	
52	Villanueva	Kevin	A.	6	150.00	(150.00)		900.00		750.00	
53	Vitto	Raelyn	M.	6	150.00	-		900.00		900.00	
				TOTAL						36,150.00	

Prepared by:

MARY GRACE BERNARDO
Accounting Assistant

Checked by:

ANALYN PURIO
Finance Assistant

Noted by:

JOY F. NAJITO
Admin Manager

MEAL ALLOWANCE	
NAME	MICHAEL M. MANIBO
SIGNATURE	<i>[Signature]</i>
AMOUNT	975
PERIOD	Feb. 01-07, 21
AUTHORIZED PERSON	JOEY FABRICA
SIGNATURE	<i>[Signature]</i>

MEAL ALLOWANCE	
NAME	JAY-AR LEUTERIO
SIGNATURE	<i>[Signature]</i>
AMOUNT	450
PERIOD	
AUTHORIZED PERSON	JOEY FABRICA
SIGNATURE	<i>[Signature]</i>

MEAL ALLOWANCE	
NAME	A. Arcaill
AMOUNT	450
PERIOD	02-01-07-21
AUTHORIZED PERSON	JOEY FABRICA
SIGNATURE	<i>[Signature]</i>

MEAL ALLOWANCE	
NAME	RUTHER ORNEDO
SIGNATURE	<i>[Signature]</i>
AMOUNT	900.00 pesos only
PERIOD	Feb. 01-07, 21
AUTHORIZED PERSON	JOEY FABRICA
SIGNATURE	<i>[Signature]</i>

MEAL ALLOWANCE	
NAME	RANDY L. CAUE
SIGNATURE	<i>[Signature]</i>
AMOUNT	900.00
PERIOD	
AUTHORIZED PERSON	GUARD ON DUTY
SIGNATURE	<i>[Signature]</i>

MEAL ALLOWANCE	
NAME	Glen L. Cane
AMOUNT	900
PERIOD	02-01-07, 21
AUTHORIZED PERSON	JOEY FABRICA
SIGNATURE	<i>[Signature]</i>

MINDORO HARVEST ENERGY CO. INC**REQUEST FOR DISBURSEMENT**

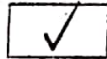
SENDER :

MHEC

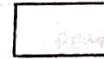
RFCD No. :

Date Requested: Feb. 02, 2021

PAY TO :

Due Date : Feb 05, 2021

Cash



Bank Check

EXPLANATION**AMOUNT**

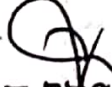
MEAL ALLOWANCE : MHEC PINAMALAHAN

FOR THE PERIOD COVERED


FEBRUARY 01-07, 2021

36,150.00

Prepared by:


GRACE BERNARDEZ

Checked by:


ANALYN PURD

Noted by:

Thru email/
02/02/21 11:54AM
JOY F. NAJITO

Approved by:

Request Initiated by:

Payment Received by:

MINDORO HARVEST
NPC Compound Sta Isabel, Simaron Calapan City

MEAL ALLOWANCE
Jan. 25-31, 2021

	NAMES		daily Allowance	No. of days work	adjustment : Jan. 25-31, 2021	REMARKS	For Release
1	Abrio	Jasper Nil	150.00	6			6.0
2	Abuda	Anna Faith	150.00	6			6.0
3	Agoncillo	Joey	150.00	6	-1.0	SL on Jan. 27, 2021	5.0
4	Ani	Enrico Brian	400.00	6			6.0
5	Arcilla	Archie	75.00	6			6.0
6	Banastas	Daniel Mark M.	75.00	6	-1.0	Change RD	5.0
7	Beato	Nestor	150.00	6			6.0
8	Bequilla	Warren	150.00	6			6.0
9	Bernardo	Mary Grace	75.00	6			6.0
10	Bolivar	Jorgensen	75.00	6	-1.0	SL on Jan. 26, 2021	5.0
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	Jannela Fritz	75.00	6			6.0
18	De Belen	Sheryl	75.00	6			6.0
19	De Guzman	Edenelle	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	-2.0	SL on Jan. 25 & VL on Jan. 30	4.0
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	-1.0	SL on Jan. 25	5.0
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	-0.5	Half day Jan. 29	5.5
30	Madla	Zcyra	75.00	6	-0.5	Half day Jan. 28	5.5
31	Malarayap	Alyssa	75.00	6			6.0
32	Mañibo	Michael	150.00	6			6.0
33	Marasigan	Maximo	150.00	6			6.0
34	Masculino	Danilo	150.00	6			6.0
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	Olague	Raian	150.00	6			6.0
40	Orriedo	Ruthier	150.00	6			6.0
41	Pangan	Alver	75.00	6			6.0
42	Purio	Analy	150.00	6	-0.5	Half day on Jan. 26	5.5
43	Quilang	Jay Anthony	150.00	6			6.0
44	Radaza	Ramir	150.00	6	-6.0	VL	-
45	Ramos	Mark	150.00	6			6.0
46	Reforma	Jestoni	75.00	6	0.5	RO Duty - half day	6.5
47	Reyes	Jake	150.00	6			6.0
48	Rupido	Mc Donnell	75.00	6			6.0
49	Valdez	Mark Aries	150.00	6			6.0
50	Villanueva	Berjle	75.00	6			6.0
51	Villanueva	Kevin	150.00	6	-1.0	VL on Jan. 30, 2021	5.0
52	Vitto	Raelyn	150.00	6			6.0
	TOTAL						

REMARKS: Ceniza's allowance shld. Be 150 effective Feb. 03; Moncada's allowance shld be 150 effective Feb. 04

Prepared by:

Raelyn M. Vitto
RAELYN M. VITTO
Admin/HR Assistant

Checked by:

Analy Purio
ANALYN PURIO
Finance Assistant

Noted by:

Joy F. Najito
JOY F. NAJITO
Admin Manager

MINDORO HARVEST ENERGY CO. INC.
NABUSLOT, PINAMALAYAN

NAME		No of Days Worked	Daily Allowance	TOTAL AMOUNT
COMPUTATION FOR ADVANCE RELEASE				
Change of Rate : Due to regularization effective February 3, 2021.				
1	Ceniza, Angel Faith			
	Old Rate (Feb 01-02)	2	75.00	150.00
	New Rate (Feb 03-06)	4	150.00	600.00
	For Advance Release	6.00		750.00
Change of Rate : Due to regularization effective February 4, 2021.				
2	Moncada, April Leona Kaye			
	Old Rate (Feb 01-03)	3	75.00	225.00
	New Rate (Feb 04-06)	3	150.00	450.00
	For Advance Release	6.00		675.00
3	Mañibo, Michael			
Adjustment: Jan 26 RD but computed to meal allowance (75.00), but on duty January 31 (150.00)				
	old rate Jan 26	1	75.00	75.00
	new rate Jan 31	1	150.00	150.00
	For Adjustment			75.00
	Effectivity of new rate (Jan. 27, 2021)			

Prepared by:

MARY GRACE BERNARDO
Accounting Assistant

Checked by:

ANALYN PURIO
Finance Assistant

Noted by:

JOY F. NAJITO
Admin Manager

MINDORO HARVEST ENERGY CO., INC.
DTR SUMMARY FOR THE PERIOD OF Jan. 25-31, 2021

Shift Reference

A= 7:00 AM -3:00 PM

B= 3:00 PM - 11:00 PM

No.	ID No	NAME	POSITION	STATUS	DATE	25	26	27	28	29	30	31	TOTAL
1	S14-0012	ABRIO, Jasper Nil L.	EIC Supervisor	Regular	SHIFT	A	D	A	D	D	D	RD	
					No. of Hours	8	8	8	8	8	7	RD	6
					Overtime (hrs.)	0	0	0	0	0	-1	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	8	8	8	8	8	8	RD	6
					Overtime (hrs.)	0	0	0	0	0	0	RD	0
					Late (mins)								0
3	M19-011	AGONCILLO, JOEY	Helper Mechanic	Regular	SHIFT	RD	A	SL	A	A	A	A	
					No. of Hours	RD	8	SL	8	8	8	8	5
					Overtime (hrs.)	RD	0	SL	0	0	0	0	0
					Late (mins)								0
4	S16-0036	ANI, ENRICO BRIAN	Plant Superintendent	Regular	SHIFT	A	A	A	A	D	A	RD	
					No. of Hours	9	9	8	8	8	8	RD	6
					Overtime (hrs.)	1	1	0	0	0	0	RD	0
					Late (mins)								0
5	M20-051	ARCILLA, ARCHIE M.	AO	Probationary	SHIFT	B	B	B	B	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
6	M20-067	BANASTAS, DANIEL MAR	AO	Trainee	SHIFT	RD	B	A	B	B	CRD	A	
					No. of Hours	RD	8	8	8	8	CRD	8	5
					Overtime (hrs.)	RD	0	0	0	0	CRD	0	0
					Late (mins)								0
7	M19-002	BEATO, NESTOR	Mechanic	Regular	SHIFT	A	A	A	RD	A	A	A	
					No. of Hours	12.5	8	8	RD	8	8	8	6
					Overtime (hrs.)	4.5	0	0	RD	0	0	0	0
					Late (mins)								0
8	M20-021	BEQUILLA, WARREN	Mechanic	Regular	SHIFT	A	A	A	A	A	A	RD	
					No. of Hours	12.5	8	8	8	8	8	RD	6
					Overtime (hrs.)	4.5	0	0	0	0	0	RD	0
					Late (mins)				2		11		1
9	M20-059	BERNARDO, MARY GRAC	Bookkeeper	Trainee	SHIFT	D	A	D	D	D	D	RD	
					No. of Hours	8	9	8	8	8	8	RD	6
					Overtime (hrs.)	0	1	0	0	0	0	RD	0
					Late (mins)						5		0
10	M20-057	BOLIVAR, JORGENSEN L	Driver/Utility	Probationary	SHIFT	D	LWOP	D	A	D	D	RD	
					No. of Hours	8	LWOP	8	11	8	8	RD	5
					Overtime (hrs.)	0	LWOP	0	3	0	0	RD	0
					Late (mins)						ST		0
11		BUMAGAT, JANSON	Project Mechanical Engr.	Probationary	SHIFT	A	A	A	A	A	A	RD	
					No. of Hours	8	9	8	8	8	8	RD	6
					Overtime (hrs.)	0	1	0	0	0	0	RD	0
					Late (mins)						1		0
12	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
13	M20-026	CALLE, RANDY	CRO	Regular	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

					SHIFT	D	D	D	D	D	D	RD	
14	M20-049	CENIZA, ANGEL FAITH G	Technical Planner	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		5		0
15	M19-003	CORTEZA, JUBERT	Shift Supervisor	Regular	SHIFT	VL	RD	VL	VL	VL	VL	VL	0
					No. of Hours	VL	RD	VL	VL	VL	VL	VL	0
					Overtime (hrs.)	VL	RD	VL	VL	VL	VL	VL	0
					Late (mins)								0
16	M20-036	CUNANAN, GIAN CARLO	EO	Probationary	SHIFT	B	B	B	B	RD	A	A	6
					No. of Hours	8	8	8	8	RD	0	0	0
					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	A	RD	6
					No. of Hours	8	8	9	11	8	8	RD	0
					Overtime (hrs.)	0	0	1	3	0	0	RD	0
					Late (mins)								0
18	M20-033	DE BELEN, SHERYL	Project Coordinator	Regular	SHIFT	A	A	A	A	A	A	RD	6
					No. of Hours	8	9	8	8	8	8	RD	0
					Overtime (hrs.)	0	1	0	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	6
					No. of Hours	8	8	8	8	8	8	RD	0
					Overtime (hrs.)	0	0	0	0	0	0	RD	0
					Late (mins)								0
20	M20-024	DELICA, JAYLORD ZEUS	EIC Technician	Regular	SHIFT	A	A	A	A	RD	A	A	6
					No. of Hours	12.5	8	8	8	RD	8	8	0
					Overtime (hrs.)	4.5	0	0	0	RD	0	0	0
					Late (mins)								0
21	M20-053	DE VILLA, MARK JOEY A	EO	Probationary	SHIFT	C	C	C	RD	B	B	B	6
					No. of Hours	8	8	8	RD	8	8	8	0
					Overtime (hrs.)	0	0	0	RD	0	0	0	0
					Late (mins)								0
22	M19-028	DIMAALA, MELVIN	Warehouseman	Regular	SHIFT	SL	D	D	D	D	VL	RD	4
					No. of Hours	SL	8	8	8	8	VL	RD	0
					Overtime (hrs.)	SL	0	0	0	0	VL	RD	0
					Late (mins)								0
M19-004		ECAL, JOY	Mechanic	Regular	SHIFT	SL	SL	SL	SL	SL	RD	SL	0
					No. of Hours	SL	SL	SL	SL	SL	RD	SL	0
					Overtime (hrs.)	SL	SL	SL	SL	SL	RD	SL	0
					Late (mins)								0
24	M20-066	JARASA, JOHN M.	Mechanic	Probationary	SHIFT	A	A	A	A	RD	A	A	6
					No. of Hours	8	8	8	8	RD	8	8	0
					Overtime (hrs.)	0	0	0	0	RD	0	0	0
					Late (mins)								0
25	M20-023	JUSTINIANO, MARK GIL	Warehouseman	Regular	SHIFT	SL	A	A	A	A	RD	A	5
					No. of Hours	SL	8	8	8	8	RD	8	0
					Overtime (hrs.)	SL	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	6
					No. of Hours	9	9	9	8	9	8	RD	0
					Overtime (hrs.)	1	1	1	0	1	0	RD	0
					Late (mins)								0
27	M20-054	LEUTERIO, JAY-AR L.	AO	Probationary	SHIFT	A	A	A	A	A	RD	C	6
					No. of Hours	8	8	8	8	8	RD	8	0
					Overtime (hrs.)	0	0	0	0	0	RD	0	0
					Late (mins)								0
28	M20-035	LINGA, LAURENCE	EO	Probationary	SHIFT	RD	B	B	B	B	C	B	6
					No. of Hours	RD	8	8	8	8	8	8	0
					Overtime (hrs.)	RD	0	0	0	0	0	0	0
					Late (mins)								0

29	M19-008	LUNA, ROGELIO JR.	Security OIC	Regular	SHIFT	D	D	D	D	L	D	RD	
					No. of Hours	8	8	8	8	4	8	RD	5.5
					Overtime (hrs.)	0	0	0	0	-4	0	RD	0
					Late (mins)								0
30	M20-061	MADLA, ZCYRA	Accounting Clerk	Probationary	SHIFT	D	D	D	D	L	D	RD	
					No. of Hours	8	8	6	4	8	8	RD	5.5
					Overtime (hrs.)	0	0	-2	-4	0	0	RD	0
					Late (mins)								0
31	M20-060	MALARAYAP, ALYSSA	Project Cost Accounting Staff	Probationary	SHIFT	D	D	D	D	D	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
32	M19-027	MAÑIBO, MICHAEL	EO	Probationary	SHIFT	B	RD	A	A	A	A	A	
					No. of Hours	8	RD	8	8	8	8	8	6
					Overtime (hrs.)	0	RD	0	0	0	0	0	0
					Late (mins)								0
33	M20-022	MARASIGAN, MAXIMO	Driver/Utility	Regular	SHIFT	A	A	A	A	A	A	RD	
					No. of Hours	8	18	8	8	8	8	RD	6
					Overtime (hrs.)	0	10	0	0	0	0	RD	1
					Late (mins)								0
34	M19-005	MASCULINO, DANILO	CRO	Regular	SHIFT	C	C	RD	B	B	B	B	
					No. of Hours	8	8	RD	8	8	8	8	6
					Overtime (hrs.)	0	0	RD	0	0	0	0	0
					Late (mins)								0
35	M19-006	MEDORA, IAN	EIC Technician	Regular	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
36	M20-046	MENDOZA, JULIUS CESA	AO	Probationary	SHIFT	C	C	C	RD	B	B	B	
					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	D	RD	
					No. of Hours	8	8	8	8	8	7	RD	6
					Overtime (hrs.)	0	0	0	0	0	-1	RD	0
					Late (mins)								0
38	M20-040	MONCADA, APRIL LEONA	Operations Secretary	Probationary	SHIFT	D	D	D	D	D	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
39	M20-068	OLAGUER, RAIAN	Shift Supervisor	Probationary	SHIFT	B	B	B	C	C	RD	A	
					No. of Hours	8	8	8	8	8	RD	12	6
					Overtime (hrs.)	0	0	0	0	0	RD	4	0
					Late (mins)							ST	0
40	M19-016	ORNEDO, RUTHER	EO	Regular	SHIFT	A	A	A	A	A	RD	C	
					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	C	C	C	RD	B	C	C	
					No. of Hours	8	8	8	RD	8	8	12	6
					Overtime (hrs.)	0	0	0	RD	0	0	4	0
					Late (mins)								0
42	M19-017	PURIO, ANALYN	Finance Assistant	Regular	SHIFT	D	L	D	D	D	D	RD	
					No. of Hours	8	4	8	8	8	8	RD	5.5
					Overtime (hrs.)	0	-4	0	0	0	0	RD	0
					Late (mins)								0
43	M20-020	QUILANG, JAY ANTHONY	Plant Mechanic	Regular	SHIFT	A	RD	A	A	A	A	A	
					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	25	26	27	28	29	30	31	
44	M19-010	RADAZA, RAMIR	Maintenance Superintendent	Regular	VL	VL	VL	VL	VL	VL	RD		0
					No. of Hours	VL	VL	VL	VL	VL	RD		0
					Overtime (hrs.)	VL	VL	VL	VL	VL	RD		0
					Late (mins)								0
45	M20-038	RAMOS, MARK	AO	Probationary	SHIFT	A	A	RD	A	A	C	C	
					No. of Hours	8	8	RD	8	8	8	8	6
					Overtime (hrs.)	0	0	RD	0	0	0	0	0
					Late (mins)				2				0
46	M20-065	REFORMA, JESTONI L.	Substation Tender	Probationary	SHIFT	A	A	A	A	A	A	A	
					No. of Hours	8	8	8	8	8	8	5	6.5
					Overtime (hrs.)	0	0	0	0	0	0	-3	0
					Late (mins)								0
47	M20-047	REYES, JAKE	Project Coordinator	Project Based	SHIFT	A	A	A	A	A	A	RD	
					No. of Hours	8	9	8	8	8	8	RD	6
					Overtime (hrs.)	0	1	0	0	0	0	RD	0
					Late (mins)								0
48	M20-043	RUPIDO, MC DONNEL	Fuel Tender	Probationary	SHIFT	A	A	A	D	A	A	RD	
					No. of Hours	23	13	9	16	8	8	RD	6
					Overtime (hrs.)	15	5	1	8	0	0	RD	2
					Late (mins)	ST	ST						0
49	M20-025	VALDEZ, MARK ARIES M.	CRO	Regular	SHIFT	A	RD	C	C	C	C	C	
					No. of Hours	8	RD	8	8	8	8	8	6
					Overtime (hrs.)	0	RD	0	0	0	0	0	0
					Late (mins)								0
50	M20-070	VILLANUEVA, BENJIE	Warehouse Supervisor	Trainee	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
51	M20-039	VILLANUEVA, KEVIN	EO	Probationary	SHIFT	C	C	C	C	C	VL	RD	
					No. of Hours	8	8	8	8	8	VL	RD	5
					Overtime (hrs.)	0	0	0	0	0	VL	RD	0
					Late (mins)								0
52	M19-018	VITTO, RAEALYN M.	Admin/HR Assistant	Regular	SHIFT	D	D	D	D	D	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



Analyn Purio <ampurio.mhec@gmail.com>

RFCD for Recommending Approval

4 messages

Analyn Purio <ampurio.mhec@gmail.com>

Tue, Feb 2, 2021 at 11:11 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 Ma'am,

Good Morning.

kindly see attached file the RFCD for

MHEC.Employee's Pinamalayan -meal allowance
for the period of February 01-07,2021 - P36,600.00

Ma'am this is for your recommending approval.

Thank you and Best Regards,
ana

 RFCD for Recommending Approval 02-02-21.pdf
2835K

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

Tue, Feb 2, 2021 at 11:54 AM

Analyn Purio <ampurio.mhec@gmail.com>

Go na yan, thanks.

Joy
[Quoted text hidden]


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

Tue, Feb 2, 2021 at 12:13 PM

Ma'am there's a changes po in the amount of meal Allowance from P36,600 to P36,150.00. Difference of 450.00 po was the meal allowance of Mr. Ericson Anyayahan. Please see attached RFCD and Meal Allowance computation for your reference and approval po.

Thank you,
ana

 [Quoted text hidden]

 Meal Allowance.pdf
663K

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

Tue, Feb 2, 2021 at 12:36 PM

Ok
[Quoted text hidden]