



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**TO :** All Assistant Chief Operating Officers, Department Managers,  
Officer-in-Charge, Resident Managers

**FROM :** The Manager, Administrative Services Department

**SUBJECT :** Rehiring of Job Order for the period March 01 to June 30, 2021

**DATE :** February 16, 2021

Please be informed that the contract of service of job order hires will expire on February 28, 2021.

Relative to the above, kindly fill-out the Supervisor's Summary Rating Sheet by referring to the attached Behavioral Evaluation Form as one of the basis for their rehiring / termination.

Likewise, may we request you to submit recommendations with corresponding endorsement from your Sector Head and approval from the Chief Operating Officer on **February 22, 2021**, using the format below:

<b>REHIRING OF JOB ORDERS FOR THE PERIOD MARCH 1-31, 2021</b>		
<b>NAME</b>	<b>RATE PER DAY W/ 20% PREMIUM</b>	<b>TASKS</b>
2.		
XX	XX	XX

Your early submission will facilitate the preparation of the contracts in accordance to the rules and regulations of the Commission on Audit and signed contract is a pre-requisite to the processing of the salaries of Job Orders- (No Contract, No Salary).

Thank you for your usual cooperation.

  
**ROSANNA M. OLGADO**

