

ACCOMPLISHMENT REPORT
ADMINISTRATIVE SERVICES DEPARTMENT
2nd QUARTER 2020
APRIL - JUNE

HUMAN RESOURCE SERVICES DIVISION

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)		OBJECTIVES	STATUS
I. Training Programs			
1. In-House Training Programs 2. Outside Training Programs		<ul style="list-style-type: none"> • Maintain competency proficiency levels or address competency gaps • Help employees learn specific knowledge or skills to improve performance in their current roles. • Provide regular updates from latest guidelines and/or issuances from other government agencies 	No events were conducted due to the issuance of Proclamation No. 922, "Declaring a State of Public Health Emergency Throughout the Philippines" issued on 08 March 2020, and Proclamation No. 929, "Declaring A State Of Calamity Throughout The Philippines Due To Corona Virus Disease 2019", work in the Executive Branch has been suspended.
II. Employees Assembly			
1. Flag Ceremony Schedule : Every Monday Venue : TIEZA Training Room, 3 rd Floor Budget : ₱ 5,000.00		This in support to Republic Act No. 8491, Heraldic Code of the Philippines and in compliance with CSC Memorandum Circular No. 19 series of 2012. This is an expression of nationalism and as a constant reminder for employees to be exemplary public servants.	Same as above
III. GAD-related Programs/Activities/Projects			
1. Outreach Program re: COVID19 Venue : Surgery Department, PGH Date : April 20 - 26, 2020 Conducting : TIEZA Agency		As part of our Corporate Social Responsibility and in response to the call for assistance to our health workers and medical staff during this pandemic, TIEZA heeded to the need to help the Surgery Department of the Philippine General Hospital and donated a week supply of full board meals. With the help of the Gender and Development Focal Point	Successfully completed

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)		OBJECTIVES		STATUS	
Budget : ₱ 181,800.00		System Technical Working Group, the donation was coordinated with Max's group of companies in providing 50 servings of fresh and healthy meals, packed and delivered daily to the hospital.			
IV. Office Practicum					
1. Main Office Certificates of Completion Issued Male : 0 Female : 0		In line with the Commission on Higher Education (CHED) Memorandum Order No. 23 series of 2009, "Guidelines for Student Internship Program in the Philippines (SIPP)" for all programs with practicum subject, the TIEZA practicum program aims to: <ul style="list-style-type: none"> • Provide exposure to actual work related to the students/trainee's course; • Provide venue for familiarization of work and actual situations in the Philippine bureaucracy, particularly processes in the country's Civil Service; • Facilitate experience-based learning drawn from handling challenges and some complex tasks or problems; • Enhance the student's skills and competitiveness; • Develop a sense of professionalism and discipline; • Give guidance to decisions that would influence future career decisions. 		The program has been suspended due to the issuance of Proclamation No. 922, "Declaring a State of Public Health Emergency Throughout the Philippines" issued on 08 March 2020, and Proclamation No. 929, "Declaring A State Of Calamity Throughout The Philippines Due To Corona Virus Disease 2019", work in the Executive Branch has been suspended.	
V. Compensation and Benefits Administration					
1. Preparation of Payroll for Regular Employees		Prepare payment of employees' salary in exchange for the completed work for the Authority on a monthly basis.		Average processing time: Payroll was processed not taking into account deductions due to the declaration of Enhanced Community Quarantine (ECQ) over Luzon. Thus, processing time cannot be fully measured (refer to attached memo signed by the COO). Nett amount for 2nd quarter: ₱ 36,100,862.78	

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)		OBJECTIVES	STATUS
2. Preparation of Payroll for Job Orders		Prepare payment of employees' salary in exchange for the completed work for the Authority on a per-day basis.	Average processing time: Payroll was processed ahead of cut-off dates due to the declaration of Enhanced Community Quarantine (ECQ) over Luzon. Thus, processing time cannot be fully measured. Net amount for 2nd quarter: ₱ 13,482,102.33
VI. Internal Customer Satisfaction Rating			
1. Internal Customer Satisfaction		The program aims to determine effectiveness of HRSD's service delivery.	Due to the declaration of Enhanced Community Quarantine (ECQ) over Luzon, requests were received and processed online (i.e., email, FB messenger), and no tool has been developed to get satisfaction ratings from clients. Thus, no rating has been recorded for the 2 nd quarter.
VII. Competency-based Recruitment and Selection			
1. TIEZA OSSP Profile as of June 30, 2020			Plantilla Positions: Filled-up Positions - 441 Unfilled-up Positions - 86 Total Positions - 527 Sex: (including Cotermious with the Incumbent) Male - 193 Female - 297 Total - 490
2. Personnel Selection Board Assessment and Deliberation		The program aims to be able to search for candidates that can demonstrate the behaviorally defined characteristics (knowledge, skills, and attitude) that will lead to superior performance in the vacant position sought to be filled.	Appointments issued: 2

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)	OBJECTIVES	STATUS
VIII. Competency Assessment and Framework Update		
<p>1. <i>Procurement of a project consultant for the Review/Update/Development of the Authority's Competency Manual, Job Profile Description Forms, and Pre and Post-Performance Assessment Tool</i></p>	<p>The project aims to produce:</p> <ul style="list-style-type: none"> Updated Competency Manual which includes: <ul style="list-style-type: none"> ➢ Competency Framework ➢ Competency Catalogue ➢ Competency Tables ➢ Competency Matrices Updated Job Profile Description Forms Customized Pre and Post Performance Assessment Tool based on existing competencies (for Leadership & Functional Competencies) Customized Pre and Post Performance Assessment Tool based on new competencies (for Core, Leadership, Technical & Functional Competencies) (for year 2020) 	<p><i>Status as of June 30, 2020</i></p> <p><i>ProfilesAsia, consultants for the project underwent the following</i></p> <ul style="list-style-type: none"> Desk Review, Data Analysis, Report Preparation and Submission (Report on the Results of Interviews with TIEZA's Leaders Review of the Existing CBJD documents & the current Competency Model/Framework), Development of Survey Questionnaire (Content Validation/Finalization of Job Analysis Instrument; Email Setup), Online Job Analysis Survey (Survey Conduct -390 employees in TIEZA's Main & Satellite Office; Data Extraction, Processing, Cleaning & Validation).
<p>IX. TIEZA Rightsizing</p> <p>1. Workforce Measurement and Reorganization Initiative</p>	<ul style="list-style-type: none"> To comply with the provisions of CSC, COA and DBM Joint Circular No. 1, 2. 2017; To determine quantity and quality of the job orders (JOs) who can be absorbed or be part of the corporation (in whatever appropriate working arrangement); and To consider them in the HR processes, when some of these JOs eventually become holders of regular plantilla positions. 	<p><i>Status as of June 30, 2020</i></p> <p>The project was suspended indefinitely due to the Department of Budget and Management's issuance of NBC No. 580, s. 2020, "Adoption Of Economy Measures In The Government Due To The Emergency Health Situation".</p>

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)	OBJECTIVES	STATUS
X. TIEZA Overall Workforce		
1. Workforce as of June 30, 2020		<p>Overall Workforce: 1,017</p> <p>Status of Employment: Permanent (CTI, Coterm, CPOE, Temp) - 490 Job Orders - 485 Consultants - 6 Contract of Service - 26 TIEZA Regulatory Office - 10</p> <p>Sex: Male - 507 Female - 510</p>


GENERAL SERVICES DIVISION

I. Property and Supply Management		
1) Office/Maintenance/Soap/Supplies Withdrawal Slips (WS) attended/served	To administer properties such as supplies, materials & equipment from its acquisition to disposition.	35 withdrawal slips
2) Inspection & Acceptance Reports (IAR) prepared		16 inspection & acceptance reports
3) Memorandum Receipts (MR) issued/prepared		44 memorandum receipts
4) Inventory Tags & Property Identification Stickers placed on a newly-acquired properties		145 stickers
5) Property Clearances of Officials/Employees processed and acted upon		2 clearances
6) Cancellation Reports made/filed		10 reports
7) Waste Material Reports (WMR) made/filed		4 reports

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)		OBJECTIVES	STATUS
8) Registration & Insurance of Vehicles/ Properties filed/claimed			8 vehicles
9) Monitored/Supervised Contractual Ancillary Services			
a) Security Services			36 monitored/ memos
b) Janitorial Services			33 monitored/ memos
II. Ancillary/Maintenance			
1) Number of carpentry works completed			--
2) Number of electrical/ communication & audio serviced	To ensure efficient & effective service of the Ancillary services.		--
3) Number of complaints received and acted upon			--
III. Carpool			
1) Gas slip requested/approved/issued	To render transportation services.		11 gas slips
2) Trip ticket issued			17 trip tickets
IV. Procurement			
1) Number of purchase requests received and processed			32 purchase requests
2) Number of purchase requests processed and purchased			--
a) Purchase order	To obtain resources such as supplies, materials, equipment & services required by the department/ sections of the agency.		--
b) Job order			--
c) Petty cash voucher			₱ 14,724.25 (amount)
3) Number of plane ticket purchased (Domestic)			--
4) Number of plane ticket purchased (International)			--


PROGRAMS/ACTIVITIES/PROJECTS (PAPs)		OBJECTIVES	STATUS
V. Records			
1) Number of documents received from other Agencies		To establish and implement a records system for efficiency, effectiveness and economy.	126 documents
2) Office Orders numbered/ reproduced/ authenticated/disseminated			7 documents
3) Travel Orders numbered/ reproduced/ authenticated/disseminated			15 documents
4) Office letters mailed thru Makati Post Office			82 mails
5) Official letters mailed thru DHL (Domestic and International)			--
6) Official letters mailed thru LBC			82 letters
7) Picked up mails from Makati Post Office			--
8) Sorted/Distributed magazines			--
9) Sorted/Distributed newspaper			66 newspapers

Prepared by:


GLORY HOPE M. PECO
 Human Resource Management Officer III
 Date: 16 Nov 2020



BERNADETTE M. ALVAREZ
 Records Management Chief
 Date: 16 Nov 2020

Reviewed by:


JOSEFA U. SORIANO
 Manager, Human Resource Services Division
 Date: 16 Nov. 2020


ANA RUTH L. MATEO
 Manager, General Services Division
 Date: 11/16/2020

Noted by:


ROSANNA M. OLGADO
 Manager, Administrative Services Department
 Date: 11/17/2020



**TOURISM
INFRASTRUCTURE AND
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ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
Double Dragon Plaza
DD Meridian Park
Macapagal Avenue corner
EDSA Extension
Bay Area, Pasay City 1302
332) 8033-5600 to 79 loc. 625
comphen@tieza.gov.ph
www.tieza.gov.ph

MEMO TO : The Manager
Accounting Division

FROM : The Manager
Administrative Services Department

DATE : March 16, 2020

Please prepare transmittal letter to the Development Bank of the Philippines, Manila Branch the total amount of ₱10,756,518.87 representing Regular Payroll for the month of April 2020.

Received by:

Rosanna M. Olgado
ROSANNA M. OLGADO
for

ARM
3/18/2020

Downloaded from
https://www.tieza.gov.ph

TIEZAWORKS



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EDSA Extension
1302 Bay Area, Pasay City

332) 8033-5600 to 79 loc. 625
comphen@tieza.gov.ph
www.tieza.gov.ph

MEMO TO : The Manager
Accounting Division

FROM : The Manager
Administrative Services Department

DATE : April 17, 2020

Please prepare transmittal letter to the Development Bank of the Philippines, Manila Branch the total amount of ₱11,893,387.89 representing Regular Payroll for the month of May 2020.

Rosanna M. Olgado
ROSANNA M. OLGADO



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compend@tieza.gov.ph
www.tieza.gov.ph

MEMO TO : The Manager
Accounting Division

FROM : The Manager
Human Resource Services Division

DATE : May 18, 2020

Please prepare transmittal letter to the Development Bank of the Philippines, Manila Branch the total amount of P13,450,956.02 representing Regular Payroll for the month of June 2020.

JOSEFINA D. BORIANO

Received by:
Ken S. Jr.
4:55 pm

cc: tieza@tieza.gov.ph
MEMO/HR/2020/05/18

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MEMO TO : The Manager
Accounting Division
Josephine U. Soriano
FROM : The Manager
Human Resource Services Division
DATE : March 18, 2020

Please prepare transmittal letter to the Development Bank of the Philippines, Manila Branch the total amount of P2,209,029.15 representing Job Order Payroll for the period April 1-15, 2020.

JOSEFINA U. SORIANO

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+632) 8249 5000 loc 625
comppen@tieza.gov.ph
www.tieza.gov.ph

MEMO TO : The Manager
Accounting Division
FROM : The Manager
Human Resource Services Division
DATE : March 25, 2020

Please prepare transmittal letter to the Development Bank of the Philippines, Manila Branch the total amount of P2,321,151.89 representing Job Order Payroll for the period April 16-30, 2020.

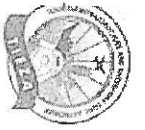
JOSEFINA U. SORIANO

Josephine U. Soriano
3/25

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TEZAWORKS

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Bay Area, Pasay City 1302
6321 8246-5800 to 79 loc 625
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www.tieza.gov.ph

MEMO TO : The Manager
Accounting Division

FROM : The Manager
Human Resource Services Division

DATE : April 16, 2020

Please prepare transmittal letter to the Development Bank of the Philippines, Manila Branch the total amount of P2,258,298.05 representing Job Order Payroll for the period May 1-15, 2020.

JOSEFINA U. SORIANO

Check/Deposit Slip
MTCB/PSA/PSA/PSA/PSA

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Bay Area, Pasay City 1302
6321 8246-5800 to 79 loc 625
comptent@tieza.gov.ph
www.tieza.gov.ph

MEMO TO : The Manager
Accounting Division

FROM : The Manager
Human Resource Services Division

DATE : April 16, 2020

Please prepare transmittal letter to the Development Bank of the Philippines, Manila Branch the total amount of P2,329,528.05 representing Job Order Payroll for the period May 16-31, 2020.

JOSEFINA U. SORIANO

Check/Deposit Slip
MTCB/PSA/PSA/PSA/PSA

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MEMO TO : The Manager

Accounting Division

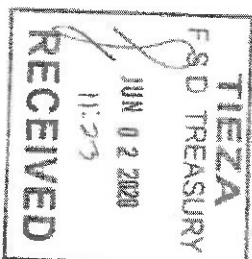
FROM : The Manager

Human Resource Services Division

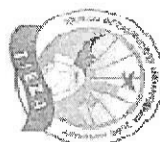
DATE : June 1, 2020

Please prepare transmittal letter to the Development Bank of the Philippines, Manila Branch the total amount of P2,250,313.73 representing Job Order Payroll for the period June 1-15, 2020.

JOSEFINA U. SORIANO



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administrative@tieza.gov.ph
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MEMO TO : The Manager

Accounting Division

FROM : The Manager

Administrative Services Department

DATE : July 03, 2020

Please prepare transmittal letter to the Development Bank of the Philippines, Manila Branch the total amount of P2,113,781.46 representing Job Order Payroll for the period June 16-30, 2020.

ROSANNA M. OLGADO



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🌐 www.tieza.gov.ph

MEMORANDUM FOR ALL TIEZA EMPLOYEES

FROM : THE CHIEF OPERATING OFFICER

**SUBJECT : ADOPTION OF WORK FROM HOME ARRANGEMENT IN LIGHT OF THE
ENHANCED COMMUNITY QUARANTINE OVER LUZON AND EARLY
RELEASE OF SALARIES AND 13TH MONTH PAY**

DATE : 17 MARCH 2020

In view of the Memorandum Circular signed by the Executive Secretary issued on 16 March 2020 by order of the President, and Civil Service Commission Announcement No. 12 s. 2020, all TIEZA offices affected by the Enhanced Community Quarantine over Luzon shall now be limited to work from home except those who been part of the skeletal force of their respective departments, in compliance with the strict implementation of the home quarantine policy.

The work from home arrangement shall subsist from the period of 13 March to 14 April 2020 or until such time as the Enhanced Community Quarantine over Luzon has been lifted.

Also, in order to help provide for the needs of all TIEZA personnel during the state of public health emergency, the following schedule for early release of salaries and 13th Month Pay shall be implemented:

- For Regular employees:
 - The remaining salaries for March will be released by the end of 20 March 2020.
 - The salaries for the period of 1-15 April 2020 will be released on 1 April 2020 with 50% of the 13th month pay
 - Welfare Fund Dividends to be released on 20 March 2020
- For Job Order Workers:
 - The salaries for the whole month of March 2020 was released on 16 March 2020
 - The salaries for the period of April 1-15 will be released on 1 April 2020
- For Contract of Service workers:
 - The salaries for the month of March 2020 will be released on 20 March 2020 (Friday).

For everyone's guidance and compliance.


ROCHARD E. PATAGAS
Chief Operating Officer

WORKFORCE PROFILE AS OF JUNE 30, 2020

Plantilla Items

Plantilla Items	Number of Items
Filled Positions	441
Unfilled Positions	86
No. Of Existing Plantilla	527

Sex	Number of Employees
Male	507
Female	510
Total	1,017

Overall Workforce

Status of Employment	Number of Employees	Sex	
		Male	Female
Permanent (Coterminous with the Official being Served, Coterminous with the Privatization of the Operating Entity, Temporary, Coterminous with the Incumbent)	490	193	297
Job Order	485	291	194
Consultant	6	5	1
Contract of Service	26	13	13
TYEZA Regulatory Office (Permanent)	10	5	5
Total	1,017	507	510

Appointments Issued from April to June 2020

Name	Position	Office/Department
1. Dela Cruz, Raquel S.	Department Manager A	Management Information Systems Department
2. Hortelano, Francis Randy J.	Department Manager A	Corporate Planning Department

Certified Correct:



JOSEFINA U. SORIANO

Manager, Human Resource Services Division



ACCOMPLISHMENT REPORT

Administrative Services Department - General Services Division

for the 2nd Quarter of 2020

SN	PROGRAM/ ACTIVITY/ PROJECT	OBJECTIVES	APRIL	MAY	JUNE	TOTAL
1	Office/Maintenance/Soap/ Supplies Withdrawal Slips (WS) attended/served	<i>Property and Supply Management Section: To administer properties such as supplies, materials & equipment from its acquisition to disposition.</i>	0	0	35	35 Withdrawal Slips
2	Inspection & Acceptance Reports (IAR) prepared		0	0	16	16 Inspection & Acceptance
3	Memorandum Receipts (MR) issued/prepared		0	0	44	44 Memorandum Receipt
4	Inventory Tags & Property Identification Stickers placed on a newly-acquired properties		0	0	145	145 Stickers
5	Clearances of Officials/Employees processed and acted upon		0	0	2	2 Clearances
6	Cancellation Reports made/filed		0	0	10	10 Reports
7	Waste Material Reports (WMR) made/filed		0	0	4	4 Reports
8	Registration & Insurance of Vehicles/Properties filed/claimed.		2	3	3	8 Vehicles
9	Monitored/Supervised Contractual Ancillary Services					
	a. Security Services		12	12	12	36 monitored/ memos
	b. Janitorial Services		11	11	11	33 monitored/ memos



ACCOMPLISHMENT REPORT

Administrative Services Department - General Services Division
for the 2nd Quarter of 2020

SN	PROGRAM / ACTIVITY / PROJECT	OBJECTIVES	APRIL	MAY	JUNE	TOTAL
10	Number of Carpentry Works done	<i>Ancillary & Maintenance Section: To ensure efficient & effective service of the Ancillary services.</i>	0	0	0	--
11	Number of Electrical/ Communication & Audio serviced		0	0	0	--
12	Number of complaints received and acted upon		0	0	0	--
13	Gas Slip requested/ approved/ issued	<i>Carpool Section: To render transportation services.</i>	0	2	9	11 Gas slips
14	Trip Ticket issued		0	4	13	17 Trip tickets
15	Number of Purchase Request received and processed	<i>Procurement Section: To obtain resources such as supplies, materials, equipment & services required by the department/ sections of the agency.</i>	2	3	27	32 Purchase Request
16	Number of Purchase Request processed and purchased		0	0	0	--
	a. Purchase Order		0	0	0	--
	b. Job Order		0	0	0	--
	c. Petty Cash Voucher		Php -	Php -	Php 14,724.75	Petty Cash Php 14,724.75 Vouchers
17	Number of Plane Ticket purchased (Domestic)		0	0	0	--
18	Number of Plane Ticket purchased (International)		0	0	0	--



ACCOMPLISHMENT REPORT

Administrative Services Department - General Services Division

for the 2nd Quarter of 2020

SN	PROGRAM/ ACTIVITY/ PROJECT	OBJECTIVES	APRIL	MAY	JUNE	TOTAL
19	Number of documents received from other Agencies	Records Section: <i>To establish and implement a records system for efficiency, effectiveness and economy.</i>	1	36	89	126 documents
20	Office Orders Numbered/Reproduced/Authenticated/Disseminated.		1	0	6	7 documents
21	Travel Orders Numbered/Reproduced/Authenticated/Disseminated.		0	0	15	15 documents
22	Office Letters Mailed thru Makati Post Office		0	0	82	82 mails
23	Official Letters Mailed thru PL/2GO (Domestic and International)		0	0	0	--
24	Official Letters Mailed thru LBC		0	0	82	82 letters
25	Picked Up Mails from Makati Post Office		0	0	0	0 mails
26	Sorted/Distributed Magazines		0	0	0	0 magazines
27	Sorted/Distributed Newspaper		0	0	66	66 newspaper

Prepared by: *[Signature]*
Bernadette M. Alvarez

Reviewed By:

Noted By:

[Signature]
ANA RUTH L. MATEO
 Manager, General Services Division

[Signature]
ROSANNA M. OLGADO
 Manager, Administrative Services Department