



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
Edsa Extension Bay Area
1302 Bay Area, Pasay City

(+632) 8249-5900 loc. 62
learning@tieza.gov.ph
www.tieza.gov.ph

MEMORANDUM FOR THE PRAISE COMMITTEE

FROM : **JOSEFINA U. SORIANO**
PRAISE Committee Head Secretariat
DATE : 20 August 2020

Based on the approved revised guidelines of the Authority's Program on Awards and Incentives for Service Excellence (PRAISE) effective 17 July 2019, **Mr. Florencio V. Abenes** is entitled to **₱ 65,000.00** cash as compulsory retirement incentive chargeable against the PRAISE Budget:

Date of Appointment : 26 March 1979
Effective Date of Retirement : 07 February 2020
No. of Years : 40.861 years
OPCR Ratings : 4.750 (January – June 2019)
4.400 (July – December 2019)

Attachments

- ☒ HR endorsement / certification of number of service years
- ☒ Service record
- ☒ Performance rating periods mentioned above
- ☒ Clearance

For your approval.

APPROVAL	Name/Position/Office	Signature	Date
PRAISE Committee Member	MARY ANN C. CANO Vice President for Internal Affairs TIEZA Employees Association (TEA)		9/2/2020
PRAISE Committee Member	NENITA R. MEDINA President TIEZA Employees Association (TEA)		9/2/2020
PRAISE Committee Member	ROSANNA M. OLGADO Manager Administrative Services Department		9/7/2020
PRAISE Committee Member	RODOLFO E. ANCHETA Manager Financial Services Department		8/20/2020
PRAISE Committee Member	FRANCIS RANDY J. HORTELANO Manager Corporate Planning Department		
PRAISE Committee Chairperson	ATTY. JOY M. BULAITAN Assistant Chief Operating Officer Administration and Finance Sector		



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FROM : *tuGhamb*
JOSEFINA U. SORIANO
PRAISE Committee Head Secretariat

DATE : 20 August 2020


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For your approval.

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PRAISE Committee Member	NENITA R. MEDINA President TIEZA Employees Association (TEA)	<i>Junolina</i>	9/2/2020
PRAISE Committee Member	ROSANNA M. OLGADO Manager Administrative Services Department	<i>Rosanna</i>	9/7/2020
PRAISE Committee Member	RODOLFO E. ANCHETA Manager Financial Services Department	<i>eeceea</i>	8/20/2020
PRAISE Committee Member	FRANCIS RANDY J. HORTELANO Manager Corporate Planning Department		
PRAISE Committee Chairperson	ATTY. JOY M. BULAUTAN Assistant Chief Operating Officer Administration and Finance Sector		

	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		
	PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)	Effectivity Date	JUL 17 2019
		Revision Level	3
	HR POLICIES & GUIDELINES	Document Code	ADSD.HRPG.01


3. **Longevity Incentive** – granted to active employees and officers who have rendered 30 years or more satisfactory service in PTA/TIEZA.

CRITERIA	REQUIREMENTS	AWARD
Thirty (30) years or more of PTA/TIEZA service.	Endorsement/ Certification from HRSD	₱ 10,000.00 cash award on the 30 th year ₱ 2,000.00 every year thereafter
Forty (40) years or more of PTA/TIEZA service.		₱ 15,000.00 cash award on the 40 th year ₱ 3,000.00 every year thereafter

4. **Retirement Incentive** – granted to a retiree in recognition of his/her continuous and long years of government service and his/her contribution to public service during his/her active career life, on or immediately after the date of retirement.

CRITERIA	REQUIREMENTS	AWARD
1. 65 years old for compulsory retiree with at least 10 years of government service	1. Endorsement / Certification from HRSD	Plaque of recognition/ appreciation
2. Less than 65 years of age with 10 years or more of service for optional retirees	2. Service Record	Cash Award
3. Must have at least satisfactory performance rating for the last two (2) rating periods prior to retirement and	3. Copy of the HR-validated performance evaluation rating for the last two rating periods prior to the date of retirement with at least satisfactory ratings	
	4. Clearance	

MASTER COPY	CONTROLLED COPY
Program on Awards and Incentives for Service Excellence (PRAISE)	TIEZA.ADSD.HRPG.01

	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		
	PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)	Effectivity Date	JUL 17 2019
		Revision Level	3
	HR POLICIES & GUIDELINES	Document Code	ADSD.HRPG.01

provided the employee is not imposed a penalty of suspension during the period of the grant.		
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Cash Award of Retirement Incentive

YEARS OF GOVERNMENT SERVICE	OPTIONAL	COMPULSORY
10.000 – 15.000 years	₱10,000.00	₱10,000.00
15.001 – 20.000 years	₱20,000.00	₱20,000.00
20.001 – 25.000 years	₱25,000.00	₱25,000.00
25.001 – 30.000 years	₱30,000.00	₱30,000.00
30.001 – 35.000 years	₱35,000.00	₱40,000.00
35.001 years and above	₱45,000.00	₱65,000.00

It is possible that an employee receives loyalty, longevity and retirement incentives simultaneously provided that he/she met all the necessary criteria and requirements.

3. Agency Awards

1. **TIEZA Lingkod Kawani Award**** - given to an employee, a supervisor, a manager or a top official who has demonstrated exemplary behavior and work accomplishments and who has projected a positive image for the agency or enhanced organizational productivity and effectiveness.

MASTER COPY	CONTROLLED COPY



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August 10, 2020

CERTIFICATION

This is to certify that per records of this office, the following employees had been with PTA/TIEZA up to their separation from the service effective:

	Name	Date of Assumption	Effective Date of Separation	Number of Years in Service
1.	Abenes, Florencio	03-26-79	02-06-20	40.861 years
2.	Lapuz, Sandra S.	10-09-78	04-05-20	41.486 "
3.	Sesma, Herminigilda A.	06-05-89	06-30-20	31.081 "
4.	Zuniga, Carmelita	02-01-82	03-15-20	38.122 "

Issued upon request for TIEZA/PRAISE claim.

JOSEFINA U. SORIANO

Manager, Human Resource Services Division
Administrative Services Department

praise 4.doc/acslt



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

SERVICE RECORD

(To be accomplished by Employer)

NAME : ABENES FLORENCIO VENTURA (If married woman, give also full maiden name)
(Surname) (Given Name) (Middle Name)

BIRTH : February 06, 1955 TUBAO, LA UNION
(Date) (Place)

Date herein should be checked from birth or baptismal certificate or some other reliable documents.

This is to certify that the employee named herein above actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.

SERVICE (Inclusive Dates)		RECORDS OF APPOINTMENT			OFFICE/ENTITY	L/V	SEPARATION	
From	To	Designations	Status (1)	Salary (2)	Station/Place of Assignment	ABS w/o Pay	(4)	
03/26/1979	03/26/1979	REVENUE EXAMINER C	PERMANENT	6,960.00/a	PHILIPPINE TOURISM AUTHORITY	0.0000	Date	Cause
03/26/1979	04/30/1979	REVENUE EXAMINER C	PERMANENT	8,400.00/a	- do -			Original Appt.
05/01/1979	01/02/1980	REVENUE EXAMINER C	PERMANENT	9,240.00/a	- do -			SA DBM 08-30-79
01/03/1980	01/03/1981	TRAVEL TAX OFFICER B	PERMANENT	17,724.00/a	- do -			LO1 #97
01/04/1981	01/15/1981	TRAVEL TAX OFFICER B	PERMANENT	18,636.00/a	- do -			SA DBM 03-04-80
01/16/1981	02/28/1981	SR. TRAVEL TAX EXAMINER	PERMANENT	19,584.00/a	- do -			PD #985
03/01/1981	12/31/1983	SR. TRAVEL TAX EXAMINER	PERMANENT	21,624.00/a	- do -			Promotion
01/01/1984	04/30/1984	SR. TRAVEL TAX EXAMINER	PERMANENT	22,728.00/a	- do -			CCC #3, EO 668
05/01/1984	12/31/1984	SR. TRAVEL TAX EXAMINER	PERMANENT	25,116.00/a	- do -			SA DBM 01-01-84
01/01/1985	12/31/1987	SR. TRAVEL TAX EXAMINER	PERMANENT	27,643.80/a	- do -			CCC #3, EO 951-A
01/01/1988	06/30/1989	SR. TRAVEL TAX EXAMINER	PERMANENT	30,408.18/a	- do -			CCC #5, EO 1000
07/01/1989	12/31/1989	SR. TRAVEL TAX OFFICER A	PERMANENT	74,388.00/a	- do -			NCC #51
01/01/1990	01/23/1990	SR. TRAVEL TAX OFFICER A	PERMANENT	75,876.00/a	- do -			RA 6758
01/24/1990	01/23/1993	SR. TRAVEL TAX OFFICER A	PERMANENT	76,632.00/a	- do -			CSC/DBM Cir. 1 s.1990
01/24/1993	12/31/1993	SR. TRAVEL TAX OFFICER A	PERMANENT	77,400.00/a	- do -			Step Increment
01/01/1994	12/31/1994	SR. TRAVEL TAX OFFICER A	PERMANENT	85,800.00/a	- do -			Step Increment
01/01/1995	01/31/1995	SR. TRAVEL TAX OFFICER A	PERMANENT	97,800.00/a	- do -			NCC #72
02/01/1995	10/31/1995	TRAVEL TAX SUPERVISOR	PERMANENT	101,976.00/a	- do -			NCC #74
11/01/1995	12/31/1996	TRAVEL TAX SUPERVISOR	PERMANENT	126,864.00/a	- do -			Promotion
01/01/1997	10/31/1997	TRAVEL TAX SUPERVISOR	PERMANENT	155,892.00/a	- do -			SSL II
11/01/1997	01/01/1998	TRAVEL TAX SUPERVISOR	PERMANENT	184,920.00/a	- do -			NBC #458, EO 389
01/02/1998	01/31/1998	TRAVEL TAX SUPERVISOR	PERMANENT	189,540.00/a	- do -			SSL FI
02/01/1998	12/31/1999	TRAVEL TAX SUPERVISOR	PERMANENT	194,280.00/a	- do -			Merit Increase
01/01/2000	01/31/2001	TRAVEL TAX SUPERVISOR	PERMANENT	213,708.00/a	- do -			Step Increment
02/01/2001	06/30/2001	TRAVEL TAX SUPERVISOR	PERMANENT	219,060.00/a	- do -			NBC #468, EO #219
07/01/2001	01/31/2004	TRAVEL TAX SUPERVISOR	PERMANENT	230,016.00/a	- do -			Step Increment
02/01/2004	01/31/2007	TRAVEL TAX SUPERVISOR	PERMANENT	235,764.00/a	- do -			NBC #474, RA 9137
02/01/2007	06/30/2007	TRAVEL TAX SUPERVISOR	PERMANENT	241,656.00/a	- do -			Step Increment
07/01/2007	06/30/2008	TRAVEL TAX SUPERVISOR	PERMANENT	265,824.00/a	- do -			Step Increment
								NBC# 511, EO #611

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular, No. 58, dated August 10, 1954 of the System.

Date 02/18/2020

CERTIFIED CORRECT:


JOSEFINA U. SORIANO
Manager, Human Resource Services Division/ASD



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

SERVICE RECORD

(To be accomplished by Employer)

NAME : ABENES FLORENCIO VENTURA (If married woman, give also full maiden name)
 (Surname) (Given Name) (Middle Name)

BIRTH : February 06, 1955 TUBAO, LA UNION
 (Date) (Place)

Date herein should be checked from birth or baptismal certificate or some other reliable documents.

This is to certify that the employee named herein above actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.

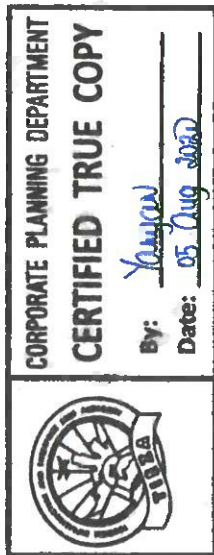
SERVICE (Inclusive Dates)		RECORDS OF APPOINTMENT			OFFICE/ENTITY	L/V ABS	SEPARATION	
From	To	Designations	Status (1)	Salary (2)	Station/Place of Assignment	w/o Pay	(4)	
07/01/2008	06/30/2009	TRAVEL TAX SUPERVISOR	PERMANENT	292,404.00/a	- do -		NBC #516, EO #719	
07/01/2009	01/31/2010	TRAVEL TAX SUPERVISOR	PERMANENT	335,172.00/a	- do -		NBC #521, EO #811	
02/01/2010	02/21/2010	TRAVEL TAX SUPERVISOR	PERMANENT	341,928.00/a	- do -		Step Increment	
02/22/2010	06/23/2010	TRAVEL TAX SUPERVISOR	PERMANENT	341,928.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		RA 9593 sec. 66	
06/24/2010	05/31/2011	TRAVEL TAX SUPERVISOR	PERMANENT	384,144.00/a	- do -		NBC #524, EO #900	
06/01/2011	05/31/2012	TRAVEL TAX SUPERVISOR	PERMANENT	426,360.00/a	- do -		NBC #530, EO #40	
06/01/2012	01/31/2013	TRAVEL TAX SUPERVISOR	PERMANENT	468,576.00/a	- do -		NBC #540, EO #76	
02/01/2013	04/27/2014	TRAVEL TAX SUPERVISOR	PERMANENT	473,736.00/a	- do -		Step Increment	
04/28/2014	12/31/2016	DEPARTMENT MANAGER A	PERMANENT	696,336.00/a	- do -		Reappointment	
01/01/2017	04/27/2017	DEPARTMENT MANAGER A	PERMANENT	947,520.00/a	- do -		NBC # 568, EO 201	
04/28/2017	12/31/2017	DEPARTMENT MANAGER A	PERMANENT	960,468.00/a	- do -		Step Increment	
01/01/2018	12/31/2018	DEPARTMENT MANAGER A	PERMANENT	1,121,856.00/a	- do -		NBC # 572, EO 201	
01/01/2019	02/06/2020	DEPARTMENT MANAGER A	PERMANENT	1,310,364.00/a	- do -		CBC # 23, EO 201	
02/07/2020	02/07/2020	DEPARTMENT MANAGER A	PERMANENT	1,310,364.00/a	- do -		Compulsory Retirement	
***** NOTHING FOLLOWS *****								

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular, No. 58, dated August 10, 1954 of the System.

Date 02/18/2020

CERTIFIED CORRECT:

Josefina U. Soriano
JOSEFINA U. SORIANO
 Manager, Human Resource Services Division/ASD



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office Performance Commitment and Review (OPCR)

I, **FLORENCIO V. ABENES**, Manager of the **TRAVEL TAX DEPARTMENT** commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for period **January to June 2019**

FLORENCIO V. ABENES
 Manager, Travel Tax Department
 Date: Sept 05, 2019

Approved by:

ATTY. JOY M. BULAUTAN
 OIC, Asst. Chief Operating Officer - Admin and Finance Sector


STRATEGIC OBJECTIVES/ FUNCTIONS		SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				Remarks
						Q1	E2	T3	A4	
STRATEGIC OBJECTIVE										
S07: Improved Stakeholder's Satisfaction Levels		90% of Travel Tax Clients rated the Travel Tax services with a score of 3 and above		PAD/Examination	97.66% of clients scored the services with 3 and above		4.000		4.000	
CORE										
Travel Tax Collection		90% of the projected travel tax collections for the year achieved		PAD/Examination	Achieved 103%		5.000		5.000	


Rating Scale :
 5 - Outstanding
 4 - Very Satisfactory
 3 - Satisfactory
 2 - Unsatisfactory
 1 - Poor

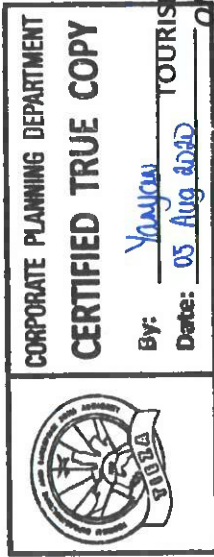
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division / Individuals Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
Travel Tax Collection	Quarterly Accomplishment Report approved by ACOO within 1 day		PAD/Examination	Approved within 4 hours	5.000		5.000	5.000	
SUPPORT Strategic Personnel Development Program	90% of identified personnel sent to competency-based training			97.62% sent to competency based-training		5.000		5.000	

AVERAGE RATING

CATEGORY		RATING			
		Q1	E2	T3	A4
Strategic Objective					
90% of Travel Tax Clients rated the Tax services with a score of 3 and above			4.000		4.000
Core Function					
90% of the projected travel tax collections for the year achieved			5.000		5.000
Quarterly Accomplishment Report approved by ACOO within 1 day		5.000		5.000	5.000
Support Function					
90% of identified personnel sent to competency-based training			5.000		5.000
Total Overall Rating					19.000
Final Average Rating					4.750
Adjectival Rating					VS

Assessed by:	Final Rating by:
ATTY. IVY V. ASETRE Officer in Charge, Corporate Planning Department	 ATTY. JOY M. BU-AUITAN Chairperson, Performance Management Team
	POCHOLO D. PARAGAS Chief Operating Officer

	CORPORATE PLANNING DEPARTMENT CERTIFIED TRUE COPY By: <u>Yanyan</u> Date: <u>05 Aug 2022</u>
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TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office Performance Commitment and Review (OPCR)

I, FLORENCIO V. ABENES, Manager of the TRAVEL TAX DEPARTMENT commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for period July to December 2019

FLORENCIO V. ABENES
 Manager, Travel Tax Department
 Date: _____

Approved by:

ATTY. JOY M. BULAUTAN
 Asst. Chief Operating Officer - Admin and Finance Sector

Rating Scale :	5 - Outstanding	2 - Unsatisfactory
	4 - Very Satisfactory	1 - Poor
	3 - Satisfactory	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
STRATEGIC OBJECTIVE SO7: Improved Stakeholder's Satisfaction Levels	90% of Travel Tax Clients rated the Travel Tax services with a score of 3 and above		PAD/Examination			4.000		4.000	
	100% of the projected number of Travel Tax Service Counters opened in strategically located malls		PAD			3.000		3.000	
CORE Travel Tax Collection	90% of the projected travel tax collections for the year achieved		PAD/Examination			5.000		5.000	



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admins@tieza.gov.ph
www.tieza.gov.ph

October 30, 2019

(Date)

CLEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that **#0545 FLORENCIO V. ABENES** stationed at the **Travel Tax Department** has been cleared of all property/money accountabilities and of all special assignments, special reports, etc. required by existing office orders or instructions and that he/she has no pending administrative or any other case whatever according to the records of this Office. Clearance has been issued due to **Compulsory Retirement** at the close of business hours on **February 06, 2020**.

- | | | | |
|----|--|----|--|
| 1. | Immediate Supervisor | 2. | Department Manager |
| 3. | ROSANNA M. OLGADO
Manager, Administrative Services Dept. | 4. | AL CONRAD B. ESPALDON
OIC, Legal Department |
| 5. | RODOLFO E. ANCHETA
Manager, Financial Services Dept. | 6. | ANA RUTH L. MATEO
Manager, General Services Division |
| a. | MYRNA A. SUAREZ
Manager, Treasury Division | b. | CRISTETO G. OCAMPO
Chairperson, ECOPT |
| c. | NENITA R. MEDINA
President, TEA | d. | JOY M. BULAITAN
Chairperson, Welfare Fund |

Recommending Approval:

Sector Head

JOY M. BULAITAN

ACOO for Administration & Finance Sector

Approved:

POCHOLO J. D. PARAGAS

Chief Operating Officer

Note: This form must be accomplished in four (4) copies by the outgoing/leaving employees who shall retain the ORIGINAL and leave the other copies with the Human Resource Services Division.