

Republic of the Philippines Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FOR THE CHIEF OPERATING OFFICER

THRU:

THE ASSISTANT CHIEF OPERATING OFFICER

Assets Management Sector

From:

Manager, Operations Department

Date

November 17, 2021

Subject:

Re-hiring of Job Order Personnel

May we request approval for the rehiring of the following Job Order employees assigned at Operations Department for the period of January 01 to December 31, 2022.

		REHIR	NG OF JOB ORDERS
	FOR THE	PERIOD JAN	UARY 01 TO DECEMBER 31, 2022
	Name	Rate/Day	Task
1.	REYNALDO D. ABISAN	720.77	 Receives incoming and releases outgoing documents both from the Main Office and entities Maintains records of documents received and released Operates photocopy machine for reproduction of the documents and ensure its proper maintenance to keep the machine in good working condition Performs other related functions as maybe assigned from time to time
2	JONATHAN F. BOBON	858.43	 Acts as Project Officer of the entities Processing of transfer of funds and authority to disburse needed by the entities Prepares memorandum and communications on entity handled for endorsement Coordinates with the entity representative on all matters needed by the main office and vice versa Monitors status of documents from the entity like purchase request, renewal of contracts, travel order, leave of absence, etc. Prepares analysis of entity financial reports. Monitors and consolidate monthly, quarterly and yearly summary of status of operations of entity handled Reviews and analyse budget submitted by the entity Monitors compliance to audit findings Review and endorse billing of security agency of all operating assets. Performs other related functions as maybe assigned from time to time





Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

Name	Rate/Day	Task
3. LAWRENCE ANTHONY L. CUA	858.43	 Acts as Project Officer of the entities Processing of transfer of funds and authority to disburse needed by the entities Prepares memorandum and communications on entity handled for endorsement Coordinates with the entity representative on all matters needed by the main office and vice versa Monitors status of documents from the entity like purchase request, renewal of contracts, travel order, leave of absence, etc. Prepares analysis of entity financial reports. Monitors and consolidate monthly, quarterly and yearly summary of status of operations of entity handled Reviews and analyse budget submitted by the entity Ensure business permits, insurance, motor vehicle registration, concessionaire contracts and other matters pertaining to entity handles are updates Monitors compliance to audit findings Performs other related functions as maybe assigned from time to time
4. DONNA GRACE L. VIRTUS	858.43	 Acts as Project Officer of the entities Processing of transfer of funds and authority to disburse needed by the entities Prepares memorandum and communications on entity handled for endorsement Coordinates with the entity representative on all matters needed by the main office and vice versa Monitors status of documents from the entity like purchase request, renewal of contracts, travel order, leave of absence, etc. Prepares analysis of entity financial reports. Monitors and consolidate monthly, quarterly and yearly summary of status of operations of entity handled Reviews and analyse budget submitted by the entity Ensure business permits, insurance, motor vehicle registration, concessionaire contracts and other matters pertaining to entity handles are updates Monitors compliance to audit findings Performs other related functions as maybe assigned from time to time





Republic of the Philippines Tourism Infrastructure & Enterprise Zone Authority

	Name	Rate/Day	Task
5. IERI M	IAE Y. MARTIREZ	914.08	1. Acts as Project Officer of the entities
			2. Processing of transfer of funds and authority to
			disburse needed by the entities
			3. Prepares memorandum and communications on
			entity handled for endorsement
			4. Coordinates with the entity representative on all
			matters needed by the main office and vice versa
			5. Monitors status of documents from the entity like
			purchase request, renewal of contracts, travel order,
			leave of absence, etc.
			6. Prepares analysis of entity financial reports.
			7. Monitors and consolidate monthly, quarterly and
			yearly summary of status of operations of entity
			handled
			8. Reviews and analyse budget submitted by the entity
			9. Ensure business permits, insurance, motor vehicle
			registration, concessionaire contracts and other
			matters pertaining to entity handles are updated
			10. Monitors compliance to audit findings 11. Provides secretarial/other services to the
			11. Provides secretarial/other services to the Department.
			12. Classifies and control documents for proper filing,
			maintain an effective recording and filing system for
			easy retrieval and dissemination of information.
			13. Assists in the immediate dispatch of
			correspondence/memo to various offices.
			14. Supports the coordination with other departments
			regarding the Sector's and Department's program and
			projects.
			15. Performs other related functions as maybe assigned
			from time to time

For your consideration and approval.

Atty. MARIA TERESA C. ALVAREZ

Recommending Approval:

JETRO NICOLAS F. LOZADA

Approved/Disapproved:

MARK T. LAPID



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	0 1-10 11-20 21-30 31 or more	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Person Rating Absences	Prays attention to details Consistently delivers what is required when required POOR (.50.) UNSATISFACTO UNSATISFACTO		Considering the following factor > Develops and implements new:	B: QUALITY OF WORK / PERFORM quality work.	Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	A. WORK ATTITUDE (5.00): Ability	POOR (1:00)	
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	0 1-10 1-20 21-30 31 or more	for work. lef, Personnel Division based on tin Tardiness/Undertime	SATISEACTORY (1:50.)		tstanding) below: s:	jh standards for own personal perf	Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.	SATISFACTORY (3.00)	1
	2.5 2.0 1.50 1.00	PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets. Absences Rating Tardiness/Undertime Rating	VERY SATISFACTORY (2.00.)			B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.	Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	, superiors and the general public.	VERY SATISFACTORY (4:00)	
Equivalent Point Score:			OUTSTANDING (2.59)			orth extra effort to ensure	Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, finctional and personal relationships with his supervisors and coworkers.		OUTSTANDING (500.)	- Linning
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	of assigned task. Always cour-	various work units and the	units and general public.	supervised to do the job.	complains about assigned
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Job Order Personnel - Supervisor's Rating Summary Sheet

May 01 - October 31, 2021

Operations Department

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Supervisor's Signature Printed Name / Signature