



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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**MEMORANDUM**

**FOR : THE CHIEF OPERATING OFFICER**

**THRU : MICHELLE MAE V. VIVO**  
Head, Technical Assistant, OCOO

**FROM : The Manager, Corporate Planning Department**

**SUBJECT : Request for Rehiring of Job Order Personnel for the period  
July 1 to September 2020**

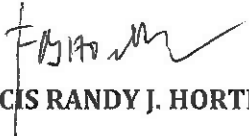
**DATE : July 1, 2020**

In view of the exigency need and satisfactory performance of job order personnel assigned at the Corporate Planning Department, may I respectfully request for the rehiring of the following:

Name	Rate per day	Tasks
Gerardo S. Arcangel III	Php 1,132.03	<ul style="list-style-type: none"><li>• Evaluates various project proposals and prepares letter to proponents</li><li>• Monitors progress on status of project's implementation</li><li>• Assists in performance monitoring and evaluation</li><li>• Performs other related tasks</li></ul>
Margarita N. Flororita	Php 914.00	<ul style="list-style-type: none"><li>• Evaluates various project proposals and prepares letter to proponents</li><li>• Co-monitors status of infra project proposals</li><li>• Receives and routes documents within the office</li><li>• Monitors and manages supplies of the department</li><li>• Performs other related tasks</li></ul>
Mark Anthony K. Virtus	Php 914.00	<ul style="list-style-type: none"><li>• Evaluates various project proposals and prepares letter to proponents</li><li>• Proposes, designs and prepares</li></ul>

		<p>layout of the following:</p> <p>Annual Reports</p> <p>Strategy Map</p> <p>Corporate Social Responsibility (Trees 4 Tourism/ICC) Activities</p> <p>(GAD Activities)</p> <ul style="list-style-type: none"> <li>• Monitors departmental and sectoral accomplishment and performance reports</li> <li>• Assists in preparation of materials needed in various activities of the office</li> <li>• Performs other tasks that may be assigned time to time</li> </ul>
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Thank you.

  
**FRANCIS RANDY J. HORTELANO**

**Approved:**

**POCHOLO JOSELITO D. PARAGAS**  
 Chief Operating Officer


TIEZA

## Job Order Personnel - Supervisor's Rating Summary Sheet

November 01, 2019 - April 30, 2020

Corporate Planning Department

Emp. No.	Name of Job Orders	RATE	A. WORK ATTITUDE (5%)		B. QUALITY OF WORK (2.5%)		C. PUNCTUALITY and ATTENDANCE (to be accomplished by HRSD)						TOTAL SCORE
			Adjectival Rating	Numerical Rating	Adjectival Rating	Numerical Rating	No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating	Average Rate		
1	Arcangel, Gerardo III S.	1,132.03	Still Working	3.00	Still Working	1.5	12	1.50	3	2.0	1.75	6.25	
2	Asilo, Michael M.		—	—	—	—	0	2.50	0	2.5	2.50	—	
3	Flororita, Margarita N.	914.08	Distancing	5.00	Distancing	2.5	1	2.00	28	1.0	1.50	9.00	
4	Virtus, Mark Anthony K.	914.08	Still Working	3.00	Still Working	1.5	2	2.00	2	2.5	2.25	6.95	

  
 Francis Henry D. Horrellano  
 Supervisor's Signature  
 Printed Name / Signature

NAME

BEHAVIORAL (10)

DATE:

1 July 2020

DEPARTMENT

: Margarita Hernandez

POOR (1.00)

UNSATISFACTORY (2.00)

SATISFACTORY (3.00)

VERY SATISFACTORY (4.00)

OUTSTANDING (5.00)

POINT SCORE

A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.

☐ Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.

☐ Uncooperative and difficult to deal with. Must be closely supervised to do the job.

☐ Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.

☐ Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.

☒ Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.

5.00

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.

Considering the following factors, indicate your rating ( Poor to Outstanding ) below:

- > Develops and implements new solutions, procedures and concepts.
- > Demonstrates accuracy, thoroughness and reliability
- > Shows organization and completeness
- > Pays attention to details
- > Consistently delivers what is required when required

2.50

POOR (.50)

UNSATISFACTORY (1.00)

SATISFACTORY (1.50)

VERY SATISFACTORY (2.00)

OUTSTANDING (2.50)

POINT SCORE

C. PUNCTUALITY and ATTENDANCE (2.5): Regularly 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/Underline

Rating

0  
1-10  
11-20  
21-30  
31 or more

2.5  
2.0  
1.50  
1.00  
.50

0  
1-10  
11-20  
21-30  
31 or more

2.5  
2.0  
1.50  
1.00  
.50

1.50

Equivalent Point Score:

9.00

Evaluator's Rating

PRINTED NAME / Signature

Francis Ranoy J. Hernandez

NAME : Gerardo S. Arcangel, III  
 DEPARTMENT : CRR

BEHAVIORAL (10)

DATE : 1 JULY 2020

A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.		POOR (1.00)		UNSATISFACTORY (2.00)		SATISFACTORY (3.00)		VERY SATISFACTORY (4.00)		OUTSTANDING (5.00)		POINT SCORE
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input checked="" type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.		<input type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.		<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.						3.00
<p>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.</p> <p>Considering the following factors, indicate your rating ( Poor to Outstanding ) below:</p> <ul style="list-style-type: none"> <li>&gt; Develops and implements new solutions, procedures and concepts.</li> <li>&gt; Demonstrates accuracy, thoroughness and reliability</li> <li>&gt; Shows organization and completeness</li> <li>&gt; Pays attention to details</li> <li>&gt; Consistently delivers what is required when required</li> </ul>												
<input type="checkbox"/> POOR (.50)		<input type="checkbox"/> UNSATISFACTORY (1.00)		<input checked="" type="checkbox"/> SATISFACTORY (1.50)		<input type="checkbox"/> VERY SATISFACTORY (2.00)		<input type="checkbox"/> OUTSTANDING (2.50)				1.5
<p>C: 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.</p>												
Absences 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50		Tardiness/Undertime 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50						1.75

Equivalent Point Score:

6.25

Evaluator's Rating

PRINTED NAME / Signature

Francis Anthony J. Hofileña

# BEHAVIORAL (10)

DATE :

1 July 2020

NAME

: Mark Anthony S. Intus

DEPARTMENT

: COPD

POOR (1.00)

UNSATISFACTORY (2.00)

SATISFACTORY (3.00)

VERY SATISFACTORY (4.00)

OUTSTANDING (5.00)

POINT SCORE

A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.

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3.00

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Considering the following factors, indicate your rating ( Poor to Outstanding ) below:

- > Develops and implements new solutions, procedures and concepts.
- > Demonstrates accuracy, thoroughness and reliability
- > Shows organization and completeness
- > Pays attention to details
- > Consistently delivers what is required when required

POOR (.50)

UNSATISFACTORY (1.00)

SATISFACTORY (1.50)

VERY SATISFACTORY (2.00)

OUTSTANDING (2.50)

POINT SCORE

C: 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/Under time

Rating

0  
1-10  
11-20  
21-30  
31 or more

2.5  
2.0  
1.50  
1.00  
.50

0  
1-10  
11-20  
21-30  
31 or more

2.5  
2.0  
1.50  
1.00  
.50

2.25

1.50

Equivalent Point Score:

6.75

Evaluator's Rating

PRINTED NAME / Signature

Francis Mary J. Horrecaans