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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

October 1 to December 30, 2020

DATE:

29 September 2020

In the exigency of service, in view of the 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	 Evaluates various project proposals and prepares letter to proponents Monitors progress on status of project's implementation Assists in the performance of monitoring and evaluation Performs other related tasks
Margarita N. Flororita	Php 914.00	 Evaluates various project proposals and prepares letter to proponent re: TIEZA Criteria/Guidelines for signature by the Department Manager. Co-monitors status of infra project proposals Coordinates with various offices and agencies. Prepares Mancom materials as needed. Receives and routes documents within the office Monitors and manages supplies of the department Performs other related tasks



Mark Anthony K. Virtus	Php 914.00	 Evaluates various project proposals and prepares letter to proponents Proposes, designs and prepares layout of the following: Annual Reports Strategy Map Corporate Social Responsibility (Trees 4 Tourism/ICC) Other Corporate Activities
		 Monitors departmental and sectoral accomplishment and performance reports Assists in preparation of materials needed in various activities of the office Performs other tasks that may be assigned time to time

Thank you.

FRANÇIS RANDY J. HORTELANO

Approved:

POCHOLO JOSELITO D. PARAGAS Chief Operating Officer

TIEZA

Job Order Personnel - Supervisor's Rating Summary Sheet

May 01, 2020 - July 30, 2020

Corporate Planning Department

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TRANCIS NAME I: HORIE UTVO
Supervisor's Signature
Printed Name / Signature

NAME : Generolo S. Arcangel Ul
DEPARTMENT : CAPD

BEHAVIORAL (10)

DATE: 29 SEPTEMBER

FRAMUN RATION J. HORSCAND
Evaluator's Rating
PRINTED NAME / Signature

NAME : margan Ha Harorita

BEHAVIORAL (10)

DATE: 29 SEPTEMBER 2020

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FRANCY KANDY J. HORTE WARD Evaluator's Rating PRINTED NAME / Signature

NAME : Mark Anthony K. Virtus

BEHAVIORAL (10)

DATE: 29 STATEMBER 1020

		31 or more	21-30	11-20	1-10	0	Absences	Attendance for the six-month po	C: PUNCTUALITY and ATTENDANG	POOR (.50`)	Consistently delivers what is required when required	Pays attention to details	Shows organization and completeness	 Demonstrates accuracy, thoroughness and reliability 	Develops and implements new	Considering the following facto	B: QUALITY OF WORK / PERFORMANCE (2.5): quality work.			acceptante work outputs.	acceptable work outputs	tasks and does not produce	complains about assigned	Has difficulty working with		A. WORK ATTITUDE (5.00): Abili	POOR (1.00)
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Francis Manny J. HORTE MANO
Evaluator's Rating
PRINTED NAME / Signature