

## Republic of the Philippines Tourism Infrastructure & Enterprise Zone Authority

## **MEMORANDUM**

FOR

MARK T. LAPID

Chief Operating Officer

THRU

.

Atty. Bumbo S. Cruz, Chief of Staff

FROM

.

The Manager, COPD

SUBJECT

Request for Rehiring of Job Order Personnel for the period

October 1 to December 31,2021

DATE

September 28, 2021

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

Name	Rate per day	Task	R	emarks	
Gerardo S. Arcangel III	Php 1,132.03	<ul> <li>Evaluates various project proposals and prepares letter to proponents</li> <li>Monitors progress on status of project's</li> </ul>	Month October November December	No of D From 22 22 22	Days To 11 11
		implementation  • Assists in performances monitoring and evaluation  • Performs other related tasks	Change from	1 22 days	'
Margarita N. Flororita	Php 1,132.03	<ul> <li>Evaluates various project proposals and prepares letter to proponents</li> <li>Co-monitors status of infra project proposal</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>	October November December  No change i of days	No of Days From 22 22 22 n numbe	To





## Republic of the Philippines Tourism Infrastructure & Enterprise Zone Authority

Hoping for your consideration, Sir.

Thank you.

FRANCIS RANDY J. HORTELANO Department Manager

APPROVED BY:

MARK T. LAPID Chief Operating Officer

TIEZA

Job Order Personnel – Supervisor's Rating Summary Sheet

July h & French, 2021 Corporace rianning Department

Emp. Nam	Name of Job Orders	Rate
1 Arcan	Arcangel, Gerardo III S.	
2 Floror	Flororita, Margarita N.	

	SA	LAT	Rating	Adjectival	(5	A.WORK
_	4	(Q)	Rating	Numerical	(5%)	A.WORK ATTITUDE

	V_	SAT	Rating	Adjectival	(2.5%)	<b>B.QUALITY OF WORK</b>
	4	69	Rating	Numerical	5%)	OF WORK

_		-					
				Absences	No. of		C
				Rating	Numerical	(to be acco	<b>C.PUNCTUALITY and ATTENDANCE</b>
				Tardiness	No. of	(to be accomplished by HRSD)	JTY and AT
				Rating	Numerical	by HRSD)	TENDANCE
	1	2.25	25.8	Rate	Average		m

TOTAL SCORE

1

Division Manager
Monitoring and Evaluation Division

JOSE T. BECHAYDA, JR.

FRANCIS RANDY J. HORTELANO
Department Manager
Corporate Planning Department

NAME : Gerardo S. Arcangel, III

DEPARTMENT : Corporate Planning Department

	workers.				
	supervisors and co-				
	relationships with his				
-	functional and personal				
	maintains harmonious,	supervision.			acceptable work outputs.
N.	the general public and	assigned task with occasional	supervision.		does not produce
7	task. Always courteous to	general public. Accomplishes	work with minimum		about assigned tasks and
	performance of assigned	various work units and the	units and general public. Does	supervised to do the job.	Consistently complains
	degree of enthusiasm in the	working relationship within the	relationship with various work	deal with. Must be closely	with co-employees.
	□ Always exhibit a high	□ Establishes a very pleasant □ Always exhibit a high	□Usually maintains cordial	□Uncooperative and difficult to □Usually maintains cordial	☐ Has difficulty working
	nd the general public.	A. WORK ATTITUDE (5.00%): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.	th enthusiasm and harmony v	%): Ability to work and deal wit	A. WORK ATTITUDE (5.00
SCORE					
POINT		UNSARITSFACTORY (2.00%) SATISFACTORY (3.00%) VERYSATISFACTORY (4.00%) OUTSTANDING (5.00%)	SATISFACTORY (3.00%)	<b>UNSARITSFACTORY (2.00%)</b>	POOR (1.00%)

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:

		1.00	21-30	1.00	21-30
		1.50	11-20	1.50	11-20
		2.0	1-10	2.0	1-10
		2.5	0	2.5	0
		Rating	Tardiness/Undertime	Rating	Absences
7:23	נווופ ובנטומי פוומ/טו פננבוומפוונב אובבניי	וצוטוו ממצבת סוד נוווופ ו בכסומי מוומ/	נשץ נוופ כווופו, רפוזסוזוופו סוא	עיניפואמוויכי וסו מופ אירוווסומו אפוויסט צוומוו אפ אוסאומבט איל נווב כוווביל בפוצסוווובו מואוצוטוו אפצבט טוו ו	Accelination for the six
2 25	for attendance cheets	ision hased on time records and	reporting for work.	C. PUNCTUALITY and ATTENDANCE (2.5%): Regularity in reporting for work.	C. PUNCTUALITY and ATT
SCORE		0	0		
POINT	OUTSTANDING (5.00%)	VERYSATISFACTORY (4.00%)	SATISFACTORY (3.00%)	UNSARITSFACTORY (2.00%)	POOR (1.00%)
				Consistently delivers what is required when required.	Consistently delivers
(				tails.	Pays attention to details.
				and completeness.	Shows organization and completeness.
٨				Demonstrates accuracy, thoroughness and reliability.	Demonstrates accura
7			oncepts.	Develops and implements new solutions, procedures and concepts.	Develops and implen
			andnig weich.	Considering the following factor of malerate four facility to our to our standing below.	Considering and Johnston Black

Equivalent Point Score:

31 or more

.50

31 or more

.50

ATTY/JOSE T. BECHAYDA, JR.

enay'a

Supervisor's Rating PRINTED NAME / Signature

NAME : Gerardo S. Arcangel, III

DEPARTMENT : Corporate Planning Department

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 acceptable work outputs. does about assigned tasks and Consistently POOR (1.00%) not co-employees. complains produce **UNSARITSFACTORY (2.00%)** ☐ Uncooperative and difficult to supervised to do the job. deal with. Must be closely □ Usually maintains cordial SATISFACTORY (3.00%) supervision. units and general public. Does relationship with various work work with minimum VERYSATISFACTORY (4.00%) OUTSTANDING (5.00%) ☐ Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes supervision. assigned task with occasional □ Always exhibit a high supervisors relationships maintains the general public and degree of enthusiasm in the functional and personal task. Always courteous to performance of assigned workers. harmonious, with and his POINT SCORE

ensure quality work. 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

		1.00	21-30	1.00	21-30
		1.50	11-20	1.50	11-20
		2.0	1-10	2.0	1-10
		2.5	0	2.5	0
		Rating	Tardiness/Undertime	Rating	Absences
2.25	ime records and/or attendance sheets.	ision based on time records and/	d by the Chief, Personnel Div	Attendance for the six-month period shall be provided by the Chief, Personnel Division based on t	Attendance for the six-
			reporting for work.	C. PUNCTUALITY and ATTENDANCE (2.5%): Regularity in reporting for work.	C. PUNCTUALITY and ATTI
SCORE	0		0	0	0
POINT	OUTSTANDING (5.00%)	VERYSATISFACTORY (4.00%)	SATISFACTORY (3.00%)	UNSARITSFACTORY (2.00%)	POOR (1.00%)
				Consistently delivers what is required when required.	Consistently delivers \( \)
				ails.	Pays attention to details
(				nd completeness.	Shows organization and completeness.
٥				Demonstrates accuracy, thoroughness and reliability.	Demonstrates accura
E			oncepts.	Develops and implements new solutions, procedures and concepts.	Develops and implem
			anding) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below:	Considering the following factor

Equivalent Point Score:

31 or more

.50

31 or more

.50

// JOSE T. BECHÁYDA, JR. Supervisor's Rating PRINTED NAME / Signature

DATE : 30 647. 2021

NAME : Margarita N.Flororita

DEPARTMENT : Corporate Planning Department

	supervisors and co- workers.				
	functional and personal relationships with his				
	maintains harmonious,	supervision.	supervision.		acceptable work outputs.
/	task. Always courteous to	general public. Accomplishes	work with minimum		about assigned tasks and
7	performance of assigned	various work units and the	units and general public. Does	supervised to do the job.	Consistently complains
-	degree of enthusiasm in the	working relationship within the	relationship with various work	deal with. Must be closely	with co-employees.
	a very pleasant □ Always exhibit a high		□Usually maintains cordial	☐Uncooperative and difficult to ☐Usually maintains cordial ☐Establishes	☐ Has difficulty working
	d the general public.	A. WORK ATTITUDE (5.00%): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.	th enthusiasm and harmony v	%): Ability to work and deal wit	A. WORK ATTITUDE (5.00
POINT	OUTSTANDING (5.00%)	SATISFACTORY (3.00%) VERYSATISFACTORY (4.00%) OUTSTANDING (5.00%)	SATISFACTORY (3.00%)	UNSARITSFACTORY (2.00%)	POOR (1.00%)
				A	College and Colleg

ensure quality work. 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

		.50	31 or more	.50	31 or more
		1.00	21-30	1.00	21-30
		1.50	11-20	1.50	11-20
		2.0	1-10	2.0	1-10
		2.5	0	2.5	0
		Rating	Tardiness/Undertime	Rating	Absences
2.25	ime records and/or attendance sheets.	ision based on time records and,	d by the Chief, Personnel Div	Attendance for the six-month period shall be provided by the Chief, Personnel Division based on ti	Attendance for the six-
			reporting for work.	C. PUNCTUALITY and ATTENDANCE (2.5%): Regularity in reporting for work.	C. PUNCTUALITY and ATT
SCORE	6		0		
POINT	OUTSTANDING (5.00%)	VERYSATISFACTORY (4.00%)	SATISFACTORY (3.00%)	UNSARITSFACTORY (2.00%)	POOR (1.00%)
				Consistently delivers what is required when required.	Consistently delivers
				ails.	Pays attention to details.
7				ind completeness.	Shows organization and completeness.
_				Demonstrates accuracy, thoroughness and reliability.	Demonstrates accura
•			oncepts.	Develops and implements new solutions, procedures and concepts.	Develops and implem
			anding) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below	Considering the following factor

Equivalent Point Score: \_\_

FRANCIS RANDY J. HORTELANO
Supervisor's Rating
PRINTED NAME / Signature

NAME : <u>Margarita N.Flororita</u>

DEPARTMENT : Corporate Planning Department

			31 OF THORE	.50	31 or more
		50			
		1.00	21-30	1.00	21-30
		1.50	11-20	1.50	11-20
		2.0	1-10	2.0	1-10
		2.5	0	2.5	0
		Rating	Tardiness/Undertime	Rating	Absences
2.25	n time records and/or attendance sheets.	ision based on time records and	d by the Chief, Personnel Divi	Attendance for the six-month period shall be provided by the Chief, Personnel Division based or	Attendance for the six-
			reporting for work.	PUNCTUALITY and ATTENDANCE (2.5%): Regularity in reporting for work	C. PUNCTUALITY and ATTE
SCORE	C	0		0	0
POINT	<b>OUTSTANDING (5.00%)</b>	VERYSATISFACTORY (4.00%)	SATISFACTORY (3.00%)	UNSARITSFACTORY (2.00%)	POOR (1.00%)
				Consistently delivers what is required when required.	Consistently delivers v
				alls.	Pays attention to details.
				nd completeness.	Shows organization and completeness.
			concepts.	Demonstrates accuracy, thoroughness and reliability.	<ul> <li>Demonstrates accurac</li> </ul>
			anding) below:	Considering the following factors, indicate your rating (Poor to Outstanding) below:	onsidering the following factor
extra effort to	e for quality work' put forth e	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.	ty to set high standards for o	ERFORMANCE (2.5%): The abili	B. QUALITY OF WORK / PE ensure quality work.
	workers.				
	and				
	functional and personal relationships with his				
-	. ha	supervision.			orko
J	the general public and	assigned task with occasional	supervision.		does not produce
11	. Always c	general public. Accomplishes	work with minimum		ned
	performance of assigned	various work units and the	units and general public. Does		Consistently complains
	of enthusiasm i	working relationship w	ship with vario	deal with Must be closely	na-pr
	□ Always exhibit a high	□ Establishes a very pleasant	□Usually maintains cordial	□Uncooperative and difficult to	□Has difficulty working
	nd the general public.	A. WORK ATTITUDE (5.00%): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public	th enthusiasm and harmony v	%): Ability to work and deal wi	1. WORK ATTITUDE (5.00)
SCORE	OUISIANDING (5.00%)	VERYSALISFACIORY (4.00%)	SATISFACTORY (3.00%)	UNSARITSFACTORY (2.00%)	POOR (1.00%)
70171					

Equivalent Point Score: 15.2

FRANCIS RANDY J. HORTELANO
Supervisor's Rating
PRINTED NAME / Signature