




**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. 625
learning@tieza.gov.ph
www.tieza.gov.ph

MEMORANDUM FOR THE PRAISE COMMITTEE

FROM : 
JOSEFINA U. SORIANO
PRAISE Committee Head Secretariat

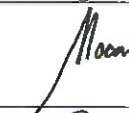
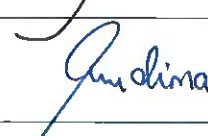


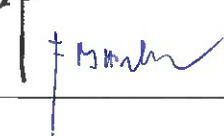
DATE : 09 November 2020

Based on the approved revised guidelines of the Authority's Program on Awards and Incentives for Service Excellence (PRAISE) effective 17 July 2019, **Ms. Carolina D. Salvacion** is entitled to **₱ 45,000.00** cash as retirement incentive chargeable against the PRAISE Budget:

Date of Appointment : 03 November 1980
Effective Date of Retirement : 01 April 2020
No. of Years : 39.411 years
IPCR Ratings : 4.750 (July - December 2019)
4.767 (January - March 2020)

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) |  | 11/11/2020 |
| PRAISE Committee Member | NENITA R. MEDINA President TIEZA Employees Association (TEA) |  | |
| PRAISE Committee Member | ROSANNA M. OLGADO Manager Administrative Services Department |  | |
| PRAISE Committee Member | RODOLFO E. ANCHETA Manager Financial Services Department |  | |
| PRAISE Committee Member | FRANCIS RANDY J. HORTELANO Manager Corporate Planning Department |  | 24 Nov 2020 |
| PRAISE Committee Chairperson | ATTY. JOY M. BULAUTAN Assistant Chief Operating Officer Administration and Finance Sector | | |



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PRAISE Committee Head Secretariat
DATE : 09 November 2020

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- ☒ Service record
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- ☒ Clearance

For your approval.

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| PRAISE Committee Chairperson | ATTY. JOY M. BULAITAN 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 | |

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|---|-----------------|
| | |
| Program on Awards and Incentives for Service Excellence (PRAISE) TIEZA.ADSD.HRPG.01 Page 11 of 24 | |

| | | | |
|---|---|------------------|--------------------|
|  | 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. | | |
|--|--|--|

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 |
|---|-----------------|
| | |
| Program on Awards and Incentives for Service Excellence (PRAISE) TIEZA.ADSD.HRPG.01 Page 12 of 24 | |



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adminservices@tieza.gov.ph
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June 08, 2020

CERTIFICATION

This is to certify that per records of this office, **Ms. Carolina D. Salvacion** of Travel Tax Department has been with PTA/TIEZA for **39.411** years from November 03, 1980 up to her separation from the service at the close of business hours on March 31, 2020.

Issued upon request for her TIEZA/PRAISE claim.

JOSEFINA U. SORIANO

Manager, Human Resource Services Division
Administrative Services Department

csalvacacion.doc/acslt



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SERVICE RECORD

(To be accomplished by Employer)

NAME: SALVACION CAROLINA DIAZ (If married woman, CAROLINA DIAZ give also full maiden name)
(Surname) (Given Name) (Middle Name)

BIRTH: 03/29/1956 MANILA CITY
(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 | Designation | Status (1) | Salary (2) | Station/Place of Assignment | w/o Pay | (4) | |
| 11/03/1980 | 02/28/1981 | CLERK B | PERMANENT | 7,236.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | Date | Cause |
| 03/01/1981 | 02/28/1982 | CLERK B | PERMANENT | 8,400.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | Transfer from Ministry of Education and Culture - Marikina National Trade School |
| 03/01/1982 | 12/31/1983 | SECRETARY B | PERMANENT | 10,776.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | CCC #3, EO 668 |
| 01/01/1984 | 01/31/1984 | SECRETARY B | PERMANENT | 11,328.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | Promotion |
| 02/01/1984 | 04/30/1984 | PERSONNEL ASSISTANT B | PERMANENT | 11,904.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | SA DBM 01-01-84 |
| 05/01/1984 | 12/31/1984 | PERSONNEL ASSISTANT B | PERMANENT | 13,152.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | Promotion |
| 01/01/1985 | 12/31/1987 | PERSONNEL ASSISTANT B | PERMANENT | 14,532.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | CCC #3, EO 951-A |
| 01/01/1988 | 06/30/1989 | PERSONNEL ASSISTANT B | PERMANENT | 15,985.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | CCC #5, EO 1000 |
| 07/01/1989 | 09/17/1989 | IRM OFFICER B | PERMANENT | 45,600.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | NCC #51 |
| 09/18/1989 | 09/17/1992 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 49,092.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | RA 6758 |
| 09/18/1992 | 12/31/1993 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 49,584.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | Promotion |
| 01/01/1994 | 12/31/1994 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 57,984.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | Step Increment |
| 01/01/1995 | 09/17/1995 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 69,984.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | | NCC #72 |
| | | | | | | | | NCC #74 |

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 06/08/2020

Certified Correct:

Josefina U. Soriano
JOSEFINA U. SORIANO

Manager, Human Resource Services Division, ADSD

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Page 1 of 3



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SERVICE RECORD

(To be accomplished by Employer)

NAME: SALVACION CAROLINA DIAZ (If married woman, CAROLINA DIAZ give also full maiden name)
(Surname) (Given Name) (Middle Name)

BIRTH: 03/29/1956 MANILA CITY Date herein should be checked from birth or
(Date) (Place) 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 w/o Pay | SEPARATION | |
|------------------------------|------------|--------------------------------------|---------------|---------------|---------------------------------|-----------------------|-------------------|--|
| From | To | Designation | Status (1) | Salary (2) | Station/Place of Assignment | | (4) | |
| 09/18/1995 | 10/31/1995 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 70,476.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | Step Increment | |
| 11/01/1995 | 12/31/1996 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 90,420.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | SSL II | |
| 01/01/1997 | 10/31/1997 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 112,848.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | NBC #458, EO 389 | |
| 11/01/1997 | 09/23/1998 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 136,956.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | SSL FI | |
| 09/24/1998 | 12/31/1999 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 140,388.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | Step Increment | |
| 01/01/2000 | 06/30/2001 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 154,428.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | NBC #468, EO 219 | |
| 07/01/2001 | 09/23/2001 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 162,144.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | NBC #474, RA 9137 | |
| 09/24/2001 | 09/23/2004 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 166,200.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | Step Increment | |
| 09/24/2004 | 06/30/2007 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 170,352.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | Step Increment | |
| 07/01/2007 | 06/30/2008 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 187,392.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | NBC #511, EO 611 | |
| 07/01/2008 | 07/05/2008 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 206,136.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | NBC #516, EO #719 | |
| 07/06/2008 | 06/30/2009 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 211,284.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | Step Increment | |
| 07/01/2009 | 02/21/2010 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 231,852.00/a | PHILIPPINE TOURISM AUTHORITY | 0.000 | NBC #521, EO #811 | |

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Date 06/08/2020

Certified Correct:

JOSEFINA U. SORIANO

Manager, Human Resource Services Division, ADSD

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Page 2 of 3



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(Surname) (Given Name) (Middle Name)

BIRTH: 03/29/1956 MANILA CITY
(Date) (Place)

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|------------------------------|------------|--------------------------------------|---------------|---------------|--|------------|---------------------|--|
| From | To | Designation | Status (1) | Salary (2) | Station/Place of Assignment | w/o Pay | (4) | |
| 02/22/2010 | 06/23/2010 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 231,852.00/a | TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY | 0.000 | RA 9593 sec. 66 | |
| 06/24/2010 | 05/31/2011 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 252,408.00/a | TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY | 0.000 | NBC #524, EO #900 | |
| 06/01/2011 | 07/05/2011 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 272,976.00/a | TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY | 0.000 | NBC #530, EO 40 | |
| 07/06/2011 | 05/31/2012 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 276,492.00/a | TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY | 0.000 | Step Increment | |
| 06/01/2012 | 08/04/2014 | ADMINISTRATIVE SERVICES OFFICER B | PERMANENT | 296,472.00/a | TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY | 0.000 | NBC #540, EO 76 | |
| 08/05/2014 | 12/13/2016 | SR. TRAVEL TAX OFFICER A | PERMANENT | 406,308.00/a | TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY | 0.000 | Reappointment | |
| 01/01/2017 | 08/04/2017 | SR. TRAVEL TAX OFFICER A | PERMANENT | 469,812.00/a | TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY | 0.000 | NBC # 568, EO 201 | |
| 08/05/2017 | 12/31/2017 | SR. TRAVEL TAX OFFICER A | PERMANENT | 476,220.00/a | TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY | 0.000 | Step Increment | |
| 01/01/2018 | 12/13/2018 | SR. TRAVEL TAX OFFICER A | PERMANENT | 512,760.00/a | TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY | 0.000 | NBC # 572, EO 201 | |
| 01/01/2019 | 03/31/2020 | SR. TRAVEL TAX OFFICER A | PERMANENT | 552,096.00/a | TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY | 0.000 | CBC # 23, EO 201 | |
| 04/01/2020 | 04/01/2020 | SR. TRAVEL TAX OFFICER A | PERMANENT | 543,228.00/a | TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY | 0.000 | Optional Retirement | |
| *****NOTHING FOLLOWS***** | | | | | | | | |

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Date 06/08/2020

Certified Correct:

JOSEFINA U. SORIANO

Manager, Human Resource Services Division, ADSD

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Page 3 of 3



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Individual Performance Commitment and Review (IPCR)

I, CAROLINA D. SALVACION of the Privilege Administration Division, 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 the period
July to December 2019.

Carolina D. Salvacion
CAROLINA D. SALVACION

Sr. Travel Tax Officer A - SG 19
Ratee

Date: _____

| | | |
|--|--|-------------|
| Reviewed by <i>Noma P. Pacis</i> NOMA P. PACIS Immediate Supervisor | Approved by <i>Florencio V. Abenes</i> FLORENCIO V. ABENES Head of Office | Date: _____ |
|--|--|-------------|

| STRATEGIC OBJECTIVES/ FUNCTIONS | SUCCESS INDICATOR | Actual Accomplishments | RATING | | | | Remarks |
|------------------------------------|--|-------------------------------|--------|----|-------|-------|---------|
| | | | Q1 | E2 | T3 | A4 | |
| Travel Tax Processes | Application for Travel Tax Exemption reviewed and signed within 1 minute with 12 corrections | 7 seconds without correction | 5.000 | | 5.000 | 5.000 | |
| | Application for Reduced Travel Tax reviewed and signed within 1 minute with 12 corrections | 12 seconds without correction | 5.000 | | 5.000 | 5.000 | |
| | 100% Travel Tax payments collected and corresponding Official Receipts signed and released within 30 seconds with 12 corrections | 21 seconds without correction | 5.000 | | 4.500 | 4.750 | |



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Individual Performance Commitment and Review (IPCR)

I, CAROLINA D. SALVACION of the Privilege Administration Division, 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 the period
July to December 2019.

| STRATEGIC OBJECTIVES/ FUNCTIONS | SUCCESS INDICATOR | Actual Accomplishments | RATING | | | | Remarks |
|---|---|--|--------|----|-------|-------|---------|
| | | | Q1 | E2 | T3 | A4 | |
| Travel Tax Processes | Cashier's Report prepared and endorsed within 15 minutes after tour of duty with 12 corrections | 11 minutes and 51 seconds with 2 corrections | 4.667 | | 4.000 | 4.334 | |
| | Deposits slips of 100% daily travel tax collections prepared within 10 minutes after tour of duty with 12 corrections | 5 minutes and 24 seconds without correction | 5.000 | | 4.333 | 4.667 | |
| FINAL AVERAGE RATING | | | | | | 4.750 | |
| Comments and Recommendations for Development Purposes <i>She needs to develop her analytical skills in decision-making</i> | | | | | | | |

| | | | | | |
|--|---------------|--|---------------|---|---------------|
| Discussed with <i>Carolina D. Salvacion</i> CAROLINA D. SALVACION (EMPLOYEE NAME) | Date _____ | Assessed by I certify that I discussed my assessment of the performance with the <i>Cristeto G. Ocampo</i> CRISTETO G. OCAMPO (DIVISION HEAD NAME) | Date _____ | Final Ranking by <i>Florencio V. Abenes</i> FLORENCIO V. ABENES (DEPARTMENT HEAD NAME) | Date _____ |
|--|---------------|--|---------------|---|---------------|

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Individual Performance Commitment and Review (IPCR)

I, CAROLINA D. SALVACION, of the Privilege Administration Division, 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 the period January to March 2020.

Chalva
CAROLINA D. SALVACION
Sr. Travel Tax Officer A (SG 19) - NAIA
Ratee

Date: _____

| | | |
|-------------------------------------|--|------|
| Reviewed by | Approved by | Date |
| <i>[Signature]</i> NONA P. PACIS | <i>[Signature]</i> CRISTETO G. OCAMPO | |
| Immediate Supervisor | OIC, Head of Office | |

| STRATEGIC OBJECTIVES/ FUNCTIONS | SUCCESS INDICATOR | Actual Accomplishments | RATING | | | | Remarks |
|------------------------------------|--|--------------------------------|--------|----|-------|-------|---------|
| | | | Q1 | E2 | T3 | A4 | |
| Travel Tax Processes | Application for Travel Tax Exemption reviewed and signed within 30 seconds with 12 corrections | 7 seconds with 1 correction | 4.667 | | 5.000 | 4.834 | |
| | Application for Reduced Travel Tax reviewed and signed within 1-minute with 12 corrections | 12 seconds with 2 corrections | 4.333 | | 5.000 | 4.667 | |
| | 100% Travel Tax payments collected and corresponding Official Receipts signed and released within 50 seconds with 12 corrections | 23 seconds without corrections | 5.000 | | 5.000 | 5.000 | |



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Individual Performance Commitment and Review (IPCR)

I, CAROLINA D. SALVACION, of the Privilege Administration Division, 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 the period January to March 2020.

| STRATEGIC OBJECTIVES/ FUNCTIONS | SUCCESS INDICATOR | Actual Accomplishments | RATING | | | | Remarks |
|------------------------------------|--|--|--------|----|-------|-------|---------|
| | | | Q1 | E2 | T3 | A4 | |
| Travel Tax Processes | Collections against issued official receipts balanced and cashier's report prepared within 40 minutes after tour of duty with 12 corrections | 18 minutes and 28 seconds with 3 corrections | 4.000 | | 5.000 | 4.500 | |
| | Daily Travel Tax Collections recorded in the individual Book of Collections within 10 minutes after tour of duty with 12 corrections | 5 minutes and 42 seconds with 2 corrections | 4.667 | | 5.000 | 4.834 | |
| FINAL AVERAGE RATING | | | | | | 4.767 | |

Comments and Recommendations for Development Purposes

She shows some interest to perform work more efficiently.

| Discussed with | Date | Assessed by | Date | Final Ranking by | Date |
|---|------|--|------|---|------|
| | | I certify that I discussed my assessment of the performance with the | | | |
| <i>Chalva</i> CAROLINA D. SALVACION (EMPLOYEE NAME) | | <i>[Signature]</i> CRISTETO G. OCAMPO (DIVISION HEAD NAME) | | <i>[Signature]</i> CRISTETO G. OCAMPO (OIC, DEPARTMENT HEAD NAME) | |

Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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

(+632) 8249-5900 loc 625
adminservices@tieza.gov.ph
www.tieza.gov.ph

January 24, 2020

(Date)

CLEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that **#0465 CAROLINA D. SALVACION** 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 **OPTIONAL RETIREMENT** at the close of business hours on **March 31, 2020**.

- | | |
|--|--|
| 1. CRISTETO G. OCAMPO Immediate Supervisor | 2. FLORENCIO V. ABENES 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. BULAUTAN Chairperson, Welfare Fund |

Recommending Approval:

| | |
|--------------------------|---|
| _____ Sector Head | _____ JOY M. BULAUTAN OIC, 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.

ECOPT member
Shane Cap # 4.1
San Sal # 8.3