

# Tourism Infrastructure & Enterprise Zone Authority

### MEMORANDUM

FOR

THE CHIEF OPERATING OFFICER

THRU

THE ASSISTANT CHIEF OPERATING OFFICER

Asset Management Sector

THE MANAGER

Operations Department, AMS

FROM

RESIDENT MANAGER

Zamboanga Golf Course and Beach Park

DATE

09 JUNE 2021

SUBJECT

RENEWAL OF JOB ORDER EMPLOYEES FOR

JULY 1 TO DECEMBER 31, 2021

We would like to recommend renewal of the contract of the twenty three (23) Job Order Employees (please see attached list) of Zamboanga Golf Course and Beach Park for the period July 1 to December 31, 2021.

Also, attached herewith are Job Order Personnel-Supervisor's Rating Summary Sheet.

For your approval, please.

Recommending Approval:

ATTY. MA. TERESA C. ALVAREZ

Manager, Operations Department

JETRO NICOLAS F. LOZADA ACOO, Asset Management Sector

Approved / Disapproved by:

MARK T. LAPID Chief Operating Officer

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











# Tourism Infrastructure & Enterprise Zone Authority

## REHIRING OF JOB ORDERS

For the period of July 1 to December 31, 2021

NAME	TASK							
1. Aguirre, Ricardo S.	Supervise the daily work activities of the golf course and motorpool     Prepares schedule for top dressing greens     Do minor repairs of greens, tee mounds and fairways     Apply fertilizer and insecticides on greens     Maintains the cleanliness of the golf course							
2. Akil, Rita A.	<ol> <li>Perform other duties that may assign from time to time</li> <li>Maintains cleanliness of ladies locker room and office premises including club house surroundings and the practice green</li> <li>Maintains the availability of locker supplies</li> <li>Maintains the plants around the clubhouse area</li> <li>Performs other duties that may assign from time to time</li> </ol>							
3. Alejandro, Joann L.	<ol> <li>Receives payment and issues Official Receipt</li> <li>Prepares daily collection report and daily cash remittance report</li> <li>Prepares turnover sheet and accountable forms and change funds</li> <li>Maintains the cleanliness and orderliness of the ticket booth and its surroundings</li> <li>Performs other duties that may assign from time to time</li> </ol>							
4. Ang, Ruben M.	Operate bush cutter     Operates power scythe     Trim grasses at greens and tee mounds     Performs other duties that may assign from time to time							
5. Bausas, Protacio M.	Operates power scythe     Trim grasses around the greens     Operate rotary mower to mow grass and greens and tee mounds     Maintain level and cultivate sand traps     Performs other duties that may assign from time to time							
6. Bazan, Ricardo M.	Provides transportation services for Resident Manager and employees in the performance of its official functions     Performs other duties that may assign from time to time							
7. Bernardo, Celedonio T.	<ol> <li>Repair picnic sheds and tables</li> <li>Do carpentry works and repairs when needed</li> <li>Performs other duties that may assign from time to time</li> </ol>							
8. Bustamante, Carlos Jr. B.	<ol> <li>Operates turf equipment on regular mowing of greens and in cutting grasses a rough areas of the golf course.</li> <li>Irrigate greens and fairways and repairs plumbing and water linkages.</li> <li>Assist in the repair and maintenance of greens, fairways and tee mounds of the golf course</li> <li>Performs other duties that may assign from time to time</li> </ol>							







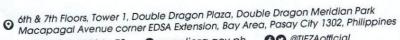




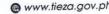
# Tourism Infrastructure & Enterprise Zone Authority

NAME	1. Receives payment and Issues official receipt 2. Prepares daily collection report and daily cash remittance report 3. Prepares turnover sheet and accountable forms and change funds 4. Maintains cleanliness and orderliness of the ticket booth and its surroundings 5. Performs other duties that may assign from time to time						
9. Campos, Lamberto C.							
10. Fernandez, Mar Francis B.	<ol> <li>Prepare Disbursement Voucher for payments, VAT Certificates for suppliers</li> <li>Prepare monthly Summary of Check Disbursement, Monthly Journal Entry Voucher, EBCS remittance of contribution, loans of GSIS, EFPS of BIR Taxes, collections and deposits per deposit slip</li> <li>Checks payroll for JO and Emergency Employees</li> <li>Facilitate the releasing of gas and oil to all turf equipment operators and vehicles and submits inventory report of gasoline &amp; oil</li> <li>Performs other duties that may assign from time to time</li> </ol>						
11. Fernando, Agapito Jr. T.	Supervise the daily work activities of the golf course     Supervise the maintenance of the access road (from main gate to ticketing booth), Nursery, Locker Rooms, Admin Office and Club House     Maintains the cleanliness of the golf course  A Refermene other duties that may assign from time to time						
12. Fernando, Norman P.	Prepares Purchase Request, Job Order, and Petty Cash Voucher     Purchases requested items     Facilitate the payments of procured items and services     Performs other duties that may assign from time to time						
13. Fernando, Rudulf T.	Operates fairway mower     Check, maintain and repair vehicles and ground equipment     Performs minor mechanical repairs and preventive services of vehicles     Maintain cleanliness of motorpool and surroundings     Performs other duties that may assign from time to time						
14. Jacinto, Patrick D	Receives payment and Issues official receipt     Prepares daily collection report and daily cash remittance report     Prepares turnover sheet and accountable forms and change funds     Maintains cleanliness and orderliness of the ticket booth and its surroundings						
15. Ledesma, Fernando R.	Maintain cleanliness in the beach park area including picnic grounds, picnic tables, and sheds including surrounding areas     Haul garbage/trim trees and plants     Cleans shoreline and Beach Park access road.     Performs other duties that may assign from time to time						

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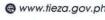


# Tourism Infrastructure & Enterprise Zone Authority

NAME	TASK							
16. Manatad, Alberto Sr. C.	Maintain cleanliness in the beach park area including picnic grounds, picnic tables, and sheds including surrounding areas     Haul garbage/trim trees and plants							
	<ul><li>3. Cleans shoreline and Beach Park access road.</li><li>4. Performs other duties that may assign from time to time</li></ul>							
47 Manili Orașanta M	Mow grasses and greens							
17. Mapili, Cresente M.	Trim grasses at rough areas at the golf course							
	Performs other duties that may assign from time to time							
	Operate power scythe							
18. Mariño, Alex B.	Mow grasses and greens							
	Maintain the greens and area around the tee mounds							
	Performs other duties that may assign from time to time							
	Receives payment and Issues official receipt							
	Prepares daily collection report and daily cash remittance report							
19. Miguel, Josefina A.	Prepares turnover sheet and accountable forms and change funds							
	<ol> <li>Maintains cleanliness and orderliness of the ticket booth and its surroundings</li> </ol>							
	5. Performs other duties that may assign from time to time							
	Receives payment and Issues official receipt							
	2. Prepares daily collection report and daily cash remittance report							
20. Pacurib, Norma C.	3. Prepares turnover sheet and accountable forms and change funds							
,	4. Maintains cleanliness and orderliness of the ticket booth and its							
	surroundings							
	5. Performs other duties that may assign from time to time							
	Receives payment and Issues official receipt							
21. Potot, Vivencio E.	2. Prepares daily collection report and daily cash remittance report							
	3. Prepares turnover sheet and accountable forms and change funds							
	4. Maintains cleanliness and orderliness of the ticket booth and its							
	surroundings							
	Performs other duties that may assign from time to time							
	Mow grasses and greens							
22. Rojas, Ronald G.	Trim grasses at rough areas at the golf course							
	Performs other duties that may assign from time to time							
	Oversee all electrical system of the golf course							
	<ol><li>Install electrical System in construction in accordance with plans and specifications</li></ol>							
23. Serrano, Eduardo	3. Does regular inspection of electrical system / connections and repairs fault							
	electrical connection							
	Maintains and repairs all equipment							
	5. Irrigate greens and fairways, and repairs plumbing and water linkages							
	Performs other duties that may assign from time to time							













## Tourism Infrastructure & Enterprise Zone Authority

### Job Order Personnel - Supervisor's Rating Summary Sheet March 1 to June 30, 2021

	Name of Job Orders	Rate	A. WORK ATTITUDE (5%)		B. QUALITY OF WORK (2.5%)		C. PUNCTUALITY and ATTENDANCE (to be accomplished by Admin Officer)					тоти
No.				Numerical Rating		Numerical Rating	No. of Absences	Numerica 1 Rating		Numerica 1 Rating		SCORE SCORE
1	Aguirre, Ricardo Sr. S.	679.96	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
2	Akil, Rita A.	603.71	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
3	Alejandro, Joann L.	720.77	VS	4	VS	2.5	0	2.5	0	2.5	2.50	9.00
4	Ang, Ruben M.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
5	Bausas, Protacio M.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
6	Bazan, Ricardo M.	679.96	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
7	Bernardo, Celedonio T.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
8	Bustamante, Carlos Jr. B.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
9	Campos, Lamberto C.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
10	Fernandez, Mar Francis B.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
11	Fernando, Agapito Jr. T.	679.96	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
12	Fernando, Norman P.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
13	Fernando, Rudulf T.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
14	Jacinto, Patrick D.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
15	Ledesma, Fernando R.	603.71	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
16	Manatad, Alberto Sr. C.	603.71	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
17	Mapili, Cresente M.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
18	Mariño, Alex B.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
19	Miguel, Josefina A.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
20	Pacurib, Norma C.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
21	Potot, Vivencio E.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
22	Rojas, Ronald G.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
23	Serrano, Eduardo I.	679.96	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50

Supervisor's Signature Printed Name / Signature









