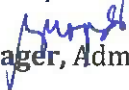




Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM**

**TO :** All Department / Division Managers / Officer-In-Charge  
Project / Entity Heads

**FROM :**  Manager, Administrative Services Department

**SUBJECT :** Rehiring of Job Order for January 01 – December 31, 2022

**DATE :** November 15, 2021

Please be informed that the contract of services of Job Order hirees will expire on December 31, 2021.

Relative to the above, kindly fill-out the attached Supervisor's Summary Rating Sheet, by referring to the attached Behavioral Evaluation Form, as the basis for their rehiring or termination.

Also, considering that **TIEZA Management has approved the annual rehiring of Job Orders effective January 2022**, all managers and supervisors are advised to review the jobs/tasks assigned to their Job Orders (JOs) and make adjustments, as needed, to:

1. Reflect the JO jobs/tasks that will be required of them for one-year; and
2. Indicate in the jobs/tasks any outputs or deliverables that may be required of the JOs vis-à-vis alternative work arrangements due to the COVID-19 Pandemic situation in their respective work areas.

Your office's recommendations, with the corresponding endorsement from your Sector Heads and approval from the Chief Operating Officer, must be submitted to HRSD **on or before November 22, 2021** using the format below.

**REHIRING OF JOB ORDERS**

For the period of January 01 to December 31, 2022

NAME	RATE/DAY With 20% Premium	TASKS
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1.

Your prompt submission will facilitate the preparation of the JO contracts in accordance to the rules and regulations of the Commission on Audit, for a signed contract is a pre-requisite to the processing of the salaries of Job Orders, i.e. No Contract, No Salary.

Thank you for your usual cooperation.