



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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Pasay City 1302

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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

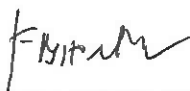
**DATE : 29 September 2020**

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	<ul style="list-style-type: none"><li>• Evaluates various project proposals and prepares letter to proponents</li><li>• Monitors progress on status of project's implementation</li><li>• Assists in the performance of monitoring and evaluation</li><li>• Performs other related tasks</li></ul>
Margarita N. Flororita	Php 914.00	<ul style="list-style-type: none"><li>• Evaluates various project proposals and prepares letter to proponent re: TIEZA Criteria/Guidelines for signature by the Department Manager.</li><li>• Co-monitors status of infra project proposals</li><li>• Coordinates with various offices and agencies.</li><li>• Prepares Mancom materials as needed.</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>

Mark Anthony K. Virtus	Php 914.00	<ul style="list-style-type: none"> <li>• Evaluates various project proposals and prepares letter to proponents</li> <li>• Proposes, designs and prepares layout of the following: Annual Reports Strategy Map Corporate Social Responsibility (Trees 4 Tourism/ICC) Other Corporate Activities</li> <li>• Monitors departmental and sectoral accomplishment and performance reports</li> <li>• Assists in preparation of materials needed in various activities of the office</li> <li>• Performs other tasks that may be assigned time to time</li> </ul>
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Thank you.

  
FRANCIS 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

Emp. No.	Name of Job Orders	RATE	A. WORK ATTITUDE (5%)		B. QUALITY OF WORK (2.5%)		C. PUNCTUALITY and ATTENDANCE (to be accomplished by HRSD)					TOTAL SCORE
			Adjectival Rating	Numerical Rating	Adjectival Rating	Numerical Rating	No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating	Average Rate	
1	Arcangel, Gerardo III S.	1,132.03	STAFFWORK	3.00	STAFFWORK	1.5	0	2.50	0	2.50	2.50	7.00
2	Asilo, Michael M.	—	—	—	—	—	0	2.50	0	2.50	2.50	—
3	Flororita, Margarita N.	914.06	ONLINE	5.00	ONLINE	2.5	0	2.50	0	2.50	2.50	10.00
4	Virtus, Mark Anthony K.	914.08	STAFFWORK	3.00	STAFFWORK	1.5	0	2.50	2	2.00	2.25	6.75

Francis Henry J. HONRADO

Supervisor's Signature

Printed Name / Signature

NAME : Gerardo S. Arcangel III  
DEPARTMENT : CEPD

BEHAVIORAL (10)

DATE : 29 SEPTEMBER

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<b>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</b>					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input checked="" type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	3.00
<b>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.</b>					
Considering the following factors, indicate your rating ( Poor to Outstanding ) below: <ul style="list-style-type: none"><li>&gt; Develops and implements new solutions, procedures and concepts.</li><li>&gt; Demonstrates accuracy, thoroughness and reliability</li><li>&gt; Shows organization and completeness</li><li>&gt; Pays attention to details</li><li>&gt; Consistently delivers what is required when required</li></ul>					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input checked="" type="checkbox"/> SATISFACTORY (1.50)	<input type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	POINT SCORE 1.50
<b>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</b>					
Absences		Rating	Tardiness/Undertime		Rating
0		2.5	0		2.5
1-10		2.0	1-10		2.0
11-20		1.50	11-20		1.50
21-30		1.00	21-30		1.00
31 or more		.50	31 or more		.50
					2.5

Equivalent Point Score:

7.00

Francis Henry S. Honeland  
Evaluator's Rating  
PRINTED NAME / Signature

NAME : Margaretta Florita  
 DEPARTMENT : CRPD

**BEHAVIORAL (10)**

DATE : 29 SEPTEMBER 2020

POOR (1.00)		UNSATISFACTORY (2.00)		SATISFACTORY (3.00)		VERY SATISFACTORY (4.00)		OUTSTANDING (5.00)		POINT SCORE
<b>A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</b>										
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.		<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.		<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.		<input type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.		<input checked="" type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.		5.00
<b>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.</b>										
Considering the following factors, indicate your rating ( Poor to Outstanding ) below: > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required										
POOR (1.50)		UNSATISFACTORY (1.00)		SATISFACTORY (1.50)		VERY SATISFACTORY (2.00)		OUTSTANDING (2.50)		POINT SCORE
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input checked="" type="checkbox"/>		2.5
<b>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</b>										
Absences		Rating		Tardiness/Undertime		Rating				
0		2.5		0		2.5				
1-10		2.0		1-10		2.0				
11-20		1.50		11-20		1.50				
21-30		1.00		21-30		1.00				
31 or more		.50		31 or more		.50				
										2.5

Equivalent Point Score:

10.00

Evaluator's Rating  
 PRINTED NAME / Signature

Francis Henry S. HORTENADO

NAME : Mark Anthony E. Virtus  
DEPARTMENT : COPD

BEHAVIORAL (10)

DATE : 29 SEPTEMBER 2020

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<p><b>A. WORK ATTITUDE (5.00):</b> Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.</p>					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input checked="" type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	3.00
<p><b>B: QUALITY OF WORK / PERFORMANCE (2.5):</b> The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.</p>					
<p>Considering the following factors, indicate your rating ( Poor to Outstanding ) below:</p> <ul style="list-style-type: none"> <li>&gt; Develops and implements new solutions, procedures and concepts.</li> <li>&gt; Demonstrates accuracy, thoroughness and reliability</li> <li>&gt; Shows organization and completeness</li> <li>&gt; Pays attention to details</li> <li>&gt; Consistently delivers what is required when required</li> </ul>					
<input type="checkbox"/> POOR (.50)	<input type="checkbox"/> UNSATISFACTORY (1.00)	<input checked="" type="checkbox"/> SATISFACTORY (1.50)	<input type="checkbox"/> VERY SATISFACTORY (2.00)	<input type="checkbox"/> OUTSTANDING (2.50)	1.50
<p><b>C: PUNCTUALITY and ATTENDANCE (2.5):</b> Regularly in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p>					
<p>Absences</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>		<p>Tardiness/Undertime</p> <p>0 1-10 11-20 21-30 31 or more</p>	
		<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>			
					2.25

Equivalent Point Score:

6.75

Francis Mary J. Forsterano

Evaluator's Rating

PRINTED NAME / Signature