



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

I, **JOSE R. ROLLO**, of the **CORPORATE PLANNING 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 **August to December 2020**.


JOSE R. ROLLO
 Ratee

Date:



Reviewed and Approved by							Date
<div>Francis Randy J. Hortelano</div> <div>Francis Randy J. Hortelano</div> <div>Department Manager</div>							
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Driver Service	Monthly DTR, with Trip Ticket, submitted to and signed by the COPD Manager 3rd WD of the following month, and submitted to the HRSD on the 4th WD of the following month			5.00	5.00	5.00	Annex A
Maintenance of Vehicles	Monthly consumption report (fuel/gasoline) submitted to and signed by COPD Manager within 3 WDs upon submission of the report, and submitted to FISC-Accounting Division within 5WDs of the following month			5.00	5.00	5.00	Annex B
	PR for kilometer check-up submitted to and signed by COPD Manager within 3WDs upon submission of the PR, submitted to GSD within 5WDs after evaluation of GSD			5.00	5.00	5.00	Annex C
Preventive Maintenance of Vehicles	Emergency Purchase Request (Vehicle Spare Parts) submitted to and signed by COPD Manager within 3WDs upon submission of the EPR, submitted to GSD within 5WDs after evaluation of GSD			5.00	5.00	5.00	
FINAL AVERAGE RATING						5.00	



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

Comments and Recommendations for Development Purposes

Mr. Rollo has been very reliable. He works even on weekends hours, as required. He has always reported to work from his employment at TIEZA, even during the MECA.

Discussed with	Date	Assessed by	Final Ranking by		Date
		I certify that I discussed my assessment of the performance with the employee.			
JOSE R. ROLLO			FRANCIS RANDY J. HORTELANO		

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

RATING MATRICES (AUGUST TO DECEMBER 2020)

DRIVER MECHANIC B


COPD

MEASURES	Success Indicators	INDIVIDUAL LEVEL		
		Efficiency	Timeliness	
Driver Mechanic	Monthly DTR, with Trip Ticket, submitted to and signed by the COPD Manager 3rd WD of the following month, and submitted to the HRSD on the 4th WD of the following month	Submitted to and signed by COPD Manager	Submitted to HRSD	
		5- Within 1 WD of the following month	5- Within 2 WDS	
		4- Within 2 WDS	4- Within 3 WDS	
		3- Within 3 WDS	3- Within 4 WDS	
		2- Within 4 WDS	2- Within 5 WDS	
Maintenance of Vehicles	Monthly consumption report (fuel/gasoline) submitted to and signed by COPD Manager within 3 WDS upon submission of the report, and submitted to FISC-Accounting Division within 5WDS of the following month	1- Beyond 4 WDS	1- Beyond 5 WDS	
		Submitted to and signed by COPD Manager	Submitted to FISC - Accounting Division	
		5- Within 1 WD of the following month	5- Within 3 WDS	
		4- Within 2 WDS	4- Within 4 WDS	
		3- Within 3 WDS	3- Within 5 WDS	
Preventive Maintenance of Vehicles	PR for kilometer check-up submitted to and signed by COPD Manager within 3WDS upon submission of the PR, submitted to GSD within 5WDS after evaluation of GSD	2- Within 4 WDS	2- Within 6 WDS	
		1- Beyond 4 WDS	1- Beyond 6 WDS	
		Submitted to and signed by COPD Manager	Submitted to ASD - GSD Division	
		5- Within 1 WD of the following month	5- Within 3 WDS	
		4- Within 2 WDS	4- Within 4 WDS	
	Emergency Purchase Request (Vehicle Spare Parts) submitted to and signed by COPD Manager within 3WDS upon submission of the EPR, submitted to GSD within 5WDS after evaluation of GSD	3- Within 3 WDS	3- Within 5 WDS	
		2- Within 4 WDS	2- Within 6 WDS	
		1- Beyond 4 WDS	1- Beyond 6 WDS	
		Submitted to and signed by COPD Manager	Submitted to ASD - GSD Division	
		5- Within 1 WD of the following month	5- Within 3 WDS	
		4- Within 2 WDS	4- Within 4 WDS	
		3- Within 3 WDS	3- Within 5 WDS	
		2- Within 4 WDS	2- Within 6 WDS	
		1- Beyond 4 WDS	1- Beyond 6 WDS	

I agree to be rated in accordance with the indicated measures and standard set for my performance.

I certify that I have discussed and approved the indicated measures and standards set with the employee.


JOSE R. ROLLO
 Driver Mechanic B
 Corporate Planning Department


FRANCIS RANDY J. HORTELANO
 Department Manager
 Corporate Planning Department



ID NO./NAME
3519/JOSE PALLA

For the Month of AUGUST

Official Hours (Regular Days)
Arrival & Departure (Sat.)

AFTERNOON MORNING

DAY	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1				
2				
3				
4				
5	6:28 AM			
6	7:00 AM			
7	9:59 AM	FRIDAY		
8	9:58 AM	SATURDAY		
9				
10	6:37 AM		6:29 PM	
11	6:31 AM		7:43 PM	
12	6:34 AM		6:21 PM	
13	6:30 AM		7:01 PM	
14	10:00 AM	FRIDAY	7:07 PM	
15	10:15 AM	SATURDAY	8:14 PM	
16				
17	6:21 AM		6:32 PM	
18	6:30 AM		7:32 PM	
19	6:23 AM		7:31 PM	
20	6:20 AM		6:55 PM	
21				
22				
23				
24	6:21 AM		7:05 PM	
25	6:24 AM		7:37 PM	
26				
27				
28				
29				
30				
31				

(Signature of Employee)

(Officer-In-Charge)

dt:doc/acstt



ID NO./NAME
3519/JOSE PALLA

For the Month of AUGUST

Official Hours (Regular Days)
Arrival & Departure (Sat.)

AFTERNOON MORNING

DAY	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1				
2				
3				
4				
5	6:28 AM		7:55 PM	
6	7:00 AM		7:34 PM	
7	9:58 AM	FRIDAY	5:53 PM	
8	9:58 AM	SATURDAY	7:19 PM	
9				
10	6:37 AM		6:29 PM	
11	6:31 AM		7:43 PM	
12	6:34 AM		6:21 PM	
13	6:30 AM		7:01 PM	
14	10:00 AM	FRIDAY	7:07 PM	
15	10:15 AM	SATURDAY	8:14 PM	
16				
17	6:21 AM		6:32 PM	
18	6:30 AM		7:32 PM	
19	6:23 AM		7:31 PM	
20	6:20 AM		6:55 PM	
21				
22				
23				
24	6:21 AM		7:05 PM	
25	6:24 AM		7:37 PM	
26				
27				
28				
29				
30				
31				

(Signature of Employee)

(Officer-In-Charge)

dt:doc/acstt

TIEZA CARPOOLING

[illegible]

Checked and Verified by:

ANA RUTH L. MATEO
Manager, General Services Division

THEZACARPOOLING

[illegible]

Checked and Verified by:

ANA RUTH L. MATEJ
Manager, General Services Division

TIEZA CARPOOLING

DRIVER'S NAME:	JOSE RIVERA		ID NO.	2020-0008-P	PLATE	NUMBER:	555 272	DESTINATION/ROUTE:		
NAME OF PASSENGER	OFFICE (Sec/Dept/Div)	DATE	PICK-UP POINT		DROP-OFF POINT		SIGNATURE			
			Time	Place	Time	Place				
TIME START: 3:30 PM TIME FINISH:									Meter Reading: 	
1	POUND ROOM	AT&T	8/13/20		3:30 PM	Entrance				
2	WADIVIA SHOPS	FSO	8/13		3:30	"				
3	JERRELL WADWORTH	TAXI	8-13		3:30	Tampa				
4	Drew Adams	TAXI	8-13		3:30	Tampa				
TIME START: 7:14 TIME FINISH: 7:07									Meter Reading: 181721 Meter Reading: 181796	
1	Francis Army Housing	(0:00) Km	8/14	10:00 AM	7:07	metall.				
TIME START: 6:31 TIME FINISH: 8:19									Meter Reading: 181796 Meter Reading: 181825	
1	Francis Army Housing	COPD	8/15	10:15	8:19	metall.				
2										
3										
4										
5										
TIME START: 6:02 TIME FINISH: 6:32									Meter Reading: 181825 Meter Reading: 181915	
1	Breche Lyka Perera	COPD	8/17	6:32	6:32	OC				
2	Carla Whitehead	COPD	8/17	6:55	5:50	metall.				
3	ITC Mrs. Jazmin	AT&T	8/17	7:15		metall.				
4	Mrs. Anne B. Aboua	COPD	8/17/2020	7:11	5:31	Madibay				
5	FRANCIS ARMY HOUSING	COPD	8/17/20	9:01		metall.				

Checked and Verified by:

ANA RUTH L. MATEJ
Manager, General Services Division

TIEZA CARPOOLING

DRIVER'S NAME:	DESTINATION/ROUTE:	OFFICE (Sec/Dept/Div)	DATE	PICK-UP POINT		DROP-OFF POINT		SIGNATURE
				PLATE	NUMBER:	Time	Place	
Jose Nolasco						8:05	272	
2020-0008-P								
TIME START:	5:08 AM			Meter Reading:	1819/5			
TIME FINISH:	8:35 PM			Meter Reading:	182038			
1	Katherine R. Lopez	COPO	8/18/20	6:30	7:32	7:32	Waterbury	ggh
2	Bichelle Lyka Penilla	COPO	8/18/20	7:02		6:55	QC	ggh
3	Jose Nolasco	COPO	8/18/20	7:33	7:55	7:55	Madate	ggh
4	May Anne B. Abano	COPO	8/18/20	7:56	8:08	8:08	Madabay	ggh
5	Francis Randy Horowitz	COPO	8/18/20	7:47	8:11	8:11	Madate	ggh
TIME START:	5:30			Meter Reading:	182038			
TIME FINISH:	8:21			Meter Reading:	182125			
1	Bichelle Lyka Penilla	COPO	8/19/20	6:23		7:31	QC	ggh
2	May Anne B. Abano	COPO	8/19/20	6:58		5:39		ggh
3	Jose Nolasco	ADSD	8/19	7:10		-		ggh
4	Francis Randy Horowitz	COPO	8/19	8:30		6:33	Madate	ggh
5	Jose Nolasco	COPO	8/19/20	-		7:00	Madate	ggh
TIME START:	6:35			Meter Reading:	182125			
TIME FINISH:	7:57			Meter Reading:	182214			
1	Bichelle Lyka Penilla	COPO	8/20/20	6:20		6:55	QC	ggh
2	Jose Nolasco	COPO	8/20/20	7:00		5:08	Madate	ggh
3	May Anne B. Abano	COPO	8/20/20	7:13		4:40	Madabay	ggh
4	Francis Randy Horowitz	COPO	8/20/20	8:45		5:42	Madate	ggh
5								
TIME START:	5:45 AM			Meter Reading:	182214			
TIME FINISH:	8:00 PM			Meter Reading:	182299			
1	Bichelle Lyka Penilla	COPO	8/24/20	6:20		7:05	QC	ggh
2	May Anne B. Abano	COPO	8/24/20	7:12		5:49	Madabay	ggh
3	Jose Nolasco	ADSD	8/24	7:15		-		ggh
4	Francis Randy Horowitz	COPO	8/24/20	10:28		-	Madate	ggh
5	Jose Nolasco	COPO	8/24/20	-		6:10	Madate	ggh

Checked and Verified by:

ANA RUTH L. MATEI
Manager, General Services Division



Tourism Infrastructure and Enterprise Zone Authority
Philippines

3519/JOSE PALLA
ID NO./NAME

For the Month of SEPTEMBER

Official Hours (Regular Days)
Arrival & Departure (Sat.)

MORNING AFTERNOON

DAY	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1				
2				
3				
4				
5				
6				
7	6:45 AM		7:00 PM	
8	6:12 AM		7:35 PM	
9	6:35 AM		7:46 PM	
10	6:34 AM		7:09 PM	
11	6:43 AM	FRIDAY	7:22 PM	
12				
13				
14	6:45 AM		6:58 PM	
15	6:10 AM		7:55 PM	
16	6:28 AM		7:02 PM	
17	6:34 AM		7:07 PM	
18	6:45 AM	FRIDAY	8:03 PM	
19				
20				
21	6:38 AM		7:52 PM	
22	6:00 AM		7:54 PM	
23	6:05 AM		8:23 PM	
24	6:11 AM		7:40 PM	
25	9:45 AM	FRIDAY	10:00 PM	
26	7:28 AM	KILOMETER CHECK UP	7:28 AM	
27		SATURDAY		
28	6:43 AM		6:55 PM	
29	6:10 AM		7:27 PM	
30	5:45 AM		7:59 PM	
31				

I certify on my honor that the above is true and correct
of work performance record of which we made daily at the
time of arrival and departure from office.



Tourism Infrastructure and Enterprise Zone Authority
Philippines

3519/JOSE PALLA
ID NO./NAME

For the Month of SEPTEMBER

Official Hours (Regular Days)
Arrival & Departure (Sat.)

MORNING AFTERNOON

DAY	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1				
2				
3				
4				
5				
6				
7	6:45 AM		7:00 PM	
8	6:12 AM		7:35 PM	
9	6:35 AM		7:46 PM	
10	6:34 AM		7:09 PM	
11	6:43 AM	FRIDAY	7:22 PM	
12				
13				
14	6:45 AM		6:58 PM	
15	6:10 AM		7:55 PM	
16	6:32 AM		7:02 PM	
17	6:34 AM		7:07 PM	
18	6:45 AM	FRIDAY	8:03 PM	
19				
20				
21	6:38 AM		7:52 PM	
22	6:00 AM		7:54 PM	
23	6:05 AM		8:23 PM	
24	6:11 AM		7:40 PM	
25	9:45 AM	FRIDAY	10:00 PM	
26	7:28 AM	KILOMETER CHECK UP	7:28 AM	
27		SATURDAY		
28	6:43 AM		6:55 PM	
29	6:10 AM		7:27 PM	
30	5:45 AM		7:59 PM	
31				

I certify on my honor that the above is true and correct
of work performance record of which we made daily at the
time of arrival and departure from office.



Tourism Infrastructure and Enterprise Zone Authority
Philippines

3519/DOSE/Police
ID NO./NAME

For the Month of OCTOBER

Official Hours (Regular Days)
Arrival & Departure (Sat.)

MORNING AFTERNOON

DAY	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1	6:13 AM			7:55 PM
2	10:32 AM	FRIDAY		8:10 PM
3				
4				
5	5:25 AM			9:51 PM
6	6:44 AM			6:50 PM
7	6:10 AM			9:02 PM
8	6:13 AM			8:13 PM
9	6:30 AM	FRIDAY		8:44 PM
10				
11				
12	5:23 AM			10:25 PM
13	6:19 AM			7:13 PM
14	5:45 AM			7:02 PM
15	6:00 AM			8:38 PM
16	10:35 AM	FRIDAY		7:44 PM
17				
18				
19	6:15 AM			8:19 PM
20	6:51 AM			8:09 PM
21	6:10 AM			6:53 PM
22	6:16 AM			7:39 PM
23				
24				
25				
26	6:48 AM			8:51 PM
27	6:36 AM			7:39 PM
28	6:06 AM			7:19 PM
29	6:21 AM			7:57 PM
30	7:28 AM			7:52 PM
31				

I certify on my honor that the above is true and correct
of work performance record of which we made daily at the
time of arrival and departure from office.

(Signature of Employee)

(Officer-In-Charge)

dtm.doc/acst



Tourism Infrastructure and Enterprise Zone Authority
Philippines

3519/DOSE/Police
ID NO./NAME

For the Month of OCTOBER

Official Hours (Regular Days)
Arrival & Departure (Sat.)

MORNING AFTERNOON

DAY	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1	6:13 AM			7:55 PM
2	10:32 AM	FRIDAY		8:10 PM
3				
4				
5	5:25 AM			9:51 PM
6	6:44 AM			6:50 PM
7	6:10 AM			9:02 PM
8	6:13 AM			8:13 PM
9	6:30 AM	FRIDAY		8:44 PM
10				
11				
12	5:23 AM			10:25 PM
13	6:19 AM			7:13 PM
14	5:45 AM			7:02 PM
15	6:00 AM			8:38 PM
16	10:35 AM	FRIDAY		7:44 PM
17				
18				
19	6:15 AM			8:19 PM
20	6:51 AM			8:09 PM
21	6:10 AM			6:53 PM
22	6:16 AM			7:39 PM
23				
24				
25				
26	6:48 AM			8:51 PM
27	6:36 AM			7:39 PM
28	6:06 AM			7:19 PM
29	6:21 AM			7:57 PM
30	7:28 AM			7:52 PM
31				

I certify on my honor that the above is true and correct
of work performance record of which we made daily at the
time of arrival and departure from office.

(Signature of Employee)

(Officer-In-Charge)

dtm.doc/acst

TIEZA CARPOOLING

DRIVER'S NAME:	JOSE PELLE	ID NO.	3519		
DESTINATION/ROUTE:		PLATE	SJS 272		
NAME OF PASSENGER	OFFICE (Sec/Dept/Div)	DATE	PICK-UP POINT	DROP-OFF POINT	SIGNATURE
			Time Place	Time Place	
TIME START:	5:25		Meter Reading:	183989	
TIME FINISH:	8:37		Meter Reading:	184100	
1			5:46	7:59	Pablo E.
2	Bechele Lysa Penitna	10/10/12	7:19	7:19	dc
3	Mundagata Monina	9/10/12	7:59	7:59	dc
4					
5					
TIME START:	5:45		Meter Reading:	184100	
TIME FINISH:	8:16		Meter Reading:	184177	
1			5:55	7:55	Pablo E.
2	Bechele Lysa Penitna	10/10/12	7:11	7:11	dc
3	Fleming Prany Hontana	10/10/12	12:10	12:10	Mackay
4					
5					
TIME START:	9:54		Meter Reading:	184177	
TIME FINISH:	8:41		Meter Reading:	184227	
1	Fleming Prany Hontana	10/10/12	10:32	10:32	Mackay
2					
3					
4					
5					
TIME START:	5:25 AM		Meter Reading:	184227	
TIME FINISH:	10:14 PM		Meter Reading:	184359	
1	Fleming Prany Hontana	10/10/12	5:25	5:25	Mackay
2	ELA Lysa Penitna	10/10/12	6:25	6:25	dc
3	Bechele Lysa Penitna	10/10/12	7:05	7:05	dc
4					
5					

Checked and Verified by:

ANA RUTH L. MATEO
Manager, General Services Division

TIEZA CARPOOLING

[illegible]

Checked and Verified by:

ANA RUTH L. MATEO
Manager, General Services Division

[illegible]

ANA RUTH L. MATEO
Manager, General Services Division

TIEZA CARPOOLING

DRIVER'S NAME:		J08E RCLLO		ID NO.	3519	PLATE		NUMBER:	Q18 272		
DESTINATION/ROUTE:				PICK-UP POINT	Time	Place	DROP-OFF POINT		Time	Place	
NAME OF PASSENGER		OFFICE (Sec/Dept/Div)		DATE	PICK-UP POINT		DROP-OFF POINT		SIGNATURE		
TIME START:		5:35		Meter Reading:		185130		Meter Reading:		185212	
TIME FINISH:		8:38		Meter Reading:		185212		Meter Reading:		185252	
1		May Anne B. Aranda		10/15	6:30	ac	7:41	8:38	Taguig	PM	
2		Benedicto Lora Delacruz		10/15	6:30	ac	7:41	8:38	Taguig	PM	
3		THOMAS BARRY		10/15	7:03	manila					
4											
5											
TIME START:		10:35		Meter Reading:		185212		Meter Reading:		185252	
TIME FINISH:		7:44		Meter Reading:		185252		Meter Reading:		185252	
1		THOMAS BARRY/ HORTALDO		10/16	10:35	Taguig	7:44	Taguig	PM		
2											
3											
4											
5											
TIME START:		6:15		Meter Reading:		185252		Meter Reading:		185311	
TIME FINISH:		8:56		Meter Reading:		185311		Meter Reading:		185311	
1		THOMAS BARRY/ HORTALDO		10/19	6:15	Taguig	7:48	Manila	PM		
2		Benedicto Lora Delacruz		10/19	7:08	ac	8:19	ac	7:48		
3											
4											
5											
TIME START:		6:00		Meter Reading:		185311		Meter Reading:		185311	
TIME FINISH:		8:09		Meter Reading:		185311		Meter Reading:		185311	
1		THOMAS BARRY/ HORTALDO		10/20	6:51	ac	7:16	ac	7:16		
2		THOMAS BARRY/ HORTALDO		10/20	7:37	manila	8:09	Taguig	PM		
3											
4											
5											

Checked and Verified by:

ANA RUTH L. MATEO
Manager, General Services Division

DRIVER'S NAME:	DESTINATION/ROUTE:	OFFICE	DATE	PICK-UP POINT	DROP-OFF POINT	SIGNATURE
ID NO.	PLATE NUMBER:	TIME	Place	TIME	Place	
2087 0826		5:45		185395		
		TIME START:		Meter Reading:		
		TIME FINISH:		Meter Reading:		
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						
5						
1	1000	2087	10/21	6:15	6:15	
2	The Charlie Light Power Co	2087	10/21	6:15	6:15	
3	1000	2087	10/21	6:15	6:15	
4						

Checked and Verified by:



3519 / Jose Mollo

ID NO./NAME

For the Month of NOVEMBER

Official Hours (Regular Days)
Arrival & Departure (Sat.)

MORNING AFTERNOON

DAY	ARRIVAL	DEPARTURE	DAY	ARRIVAL	DEPARTURE
1			1		
2			2		
3	5:27 am	7:10 pm	3	5:27 am	7:10 pm
4	5:53 am	7:48 pm	4	5:53 am	7:48 pm
5	5:25 am	7:37 pm	5	5:25 am	7:37 pm
6			6		
7			7		
8			8		
9	6:00 am	7:44 pm	9	6:00 am	7:44 pm
10	5:59 am	7:01 pm	10	5:59 am	7:01 pm
11	5:29 am	6:37 pm	11	5:29 am	6:37 pm
12			12		
13	8:28 am	10:30 am	13	8:28 am	10:30 am
14	6:23 am	9:42 am	14	6:23 am	9:42 am
15			15		
16	5:57 am	6:54 pm	16	5:57 am	6:54 pm
17	5:51 am	7:14 pm	17	5:51 am	7:14 pm
18	5:25 am	6:53 pm	18	5:25 am	6:53 pm
19	5:10 am	7:53 pm	19	5:10 am	7:53 pm
20	1:40 pm	10:00 pm	20	1:40 pm	10:00 pm
21			21		
22			22		
23	5:55 am	7:55 pm	23	5:55 am	7:55 pm
24	5:43 am	7:17 pm	24	5:43 am	7:17 pm
25	5:25 am	8:03 pm	25	5:25 am	8:03 pm
26	5:43 am	6:52 pm	26	5:43 am	6:52 pm
27	1:30 pm	2:24 am	27	1:30 pm	2:24 am
28			28		
29			29		
30			30		
31			31		

(Signature of Employee)

(Officer-In-Charge)

I certify on my honor that the above is true and correct of work performance record of which we made daily at the time of arrival and departure from office.

dr.doc/acstt



3519 / Jose Mollo

ID NO./NAME

For the Month of NOVEMBER

Official Hours (Regular Days)
Arrival & Departure (Sat.)

MORNING AFTERNOON

DAY	ARRIVAL	DEPARTURE	DAY	ARRIVAL	DEPARTURE
1			1		
2			2		
3	5:27 am	7:10 pm	3	5:27 am	7:10 pm
4	5:53 am	7:48 pm	4	5:53 am	7:48 pm
5	5:25 am	7:37 pm	5	5:25 am	7:37 pm
6			6		
7			7		
8			8		
9	6:00 am	7:44 pm	9	6:00 am	7:44 pm
10	5:59 am	7:01 pm	10	5:59 am	7:01 pm
11	5:29 am	6:37 pm	11	5:29 am	6:37 pm
12			12		
13	8:28 am	10:30 am	13	8:28 am	10:30 am
14	6:23 am	9:42 am	14	6:23 am	9:42 am
15			15		
16	5:57 am	6:54 pm	16	5:57 am	6:54 pm
17	5:51 am	7:14 pm	17	5:51 am	7:14 pm
18	5:25 am	6:53 pm	18	5:25 am	6:53 pm
19	5:10 am	7:53 pm	19	5:10 am	7:53 pm
20	1:40 pm	10:00 pm	20	1:40 pm	10:00 pm
21			21		
22			22		
23	5:55 am	7:55 pm	23	5:55 am	7:55 pm
24	5:43 am	7:17 pm	24	5:43 am	7:17 pm
25	5:25 am	8:03 pm	25	5:25 am	8:03 pm
26	5:43 am	6:52 pm	26	5:43 am	6:52 pm
27	1:30 pm	2:24 am	27	1:30 pm	2:24 am
28			28		
29			29		
30			30		
31			31		

(Signature of Employee)

(Officer-In-Charge)

I certify on my honor that the above is true and correct of work performance record of which we made daily at the time of arrival and departure from office.

dr.doc/acstt

TIEZA CARPOOLING

DRIVER'S NAME:	DESTINATION/ROUTE:	ID NO.	PLATE NUMBER:	PICK-UP POINT	DROP-OFF POINT	SIGNATURE
JOSE PACHE	M. MARIANA	3519	818	272		
NAME OF PASSENGER	OFFICE (Sec/Dep/Div)	DATE	TIME	PLACE	TIME	PLACE
TIME START:	5:39					
TIME FINISH:	8:00					
Meter Reading:	185787					
Meter Reading:	185718					
1	Mary Anne B. Abano	10/28/20	6:06	Pasig	7:19	Pasig
2	Richelle Lyka Perilla	10/28	6:46	ac	5:55	ac
3	Francis Randy Hortelano	10/28	7:25	makati	5:00	makati
TIME START:	5:39					
TIME FINISH:	10:45					
Meter Reading:	185787					
Meter Reading:	185876					
1	Willy Anne B. Abano	10/29	6:01	Pasig	7:00	Pasig
2	Richelle Lyka Perilla	10/29	6:35	ac	6:32	ac
3	Francis Randy Hortelano	10/29	7:14	makati	7:57	Tayung
TIME START:	6:33					
TIME FINISH:	7:52					
Meter Reading:	185876					
Meter Reading:	185971					
1	Ben T. Badingh	10/30	7:00	makati	10:26	makati
2						
3	Francis Randy Hortelano	10/30	10:35	makati	7:52	Tayung
TIME START:	4:41 AM					
TIME FINISH:	7:58					
Meter Reading:	185971					
Meter Reading:	186076					
1	Chet C. Lacerda	11/03	5:07	ac	7:10	ac
2	Richelle Lyka Perilla	11/03	5:53	Quezon City	8:08	Quezon City
3	Francis Randy Hortelano	11/03	8:05	makati		
4	Carla Bato	11/03			4:47	makati
5						

Checked and Verified by:

ANA RUTH L. MATEO
Manager, General Services Division

TIEZA CARPOOLING

DRIVER'S NAME:	DESTINATION/ROUTE:	OFFICE	DATE	PICK-UP POINT	DROP-OFF POINT	SIGNATURE
ID NO.	PLATE NUMBER:	TIME	TIME	Place	Place	
JOSIE / 2111						
TIME START: 5:00 AM	TIME FINISH: 8:48 PM	Meter Reading: 186200	Meter Reading: 186200			
1	1	5:55	7:48	WALTON ST		
2	2	6:31	8:15	WALTON ST		
3	3	6:40	8:20	WALTON ST		
4	4					
5	5					
TIME START: 5:00 AM	TIME FINISH: 8:01	Meter Reading: 186200	Meter Reading: 186329			
1	1	5:05	7:37	WALTON ST		
2	2	5:52	7:14	WALTON ST		
3	3	6:15	6:37	WALTON ST		
4	4	6:45		WALTON ST		
5	5	6:57		WALTON ST		
TIME START: 5:05	TIME FINISH: 8:44	Meter Reading: 186356	Meter Reading: 186470			
1	1	5:09	7:44	WALTON ST		
2	2	6:55	8:55	WALTON ST		
3	3	8:02	9:35	WALTON ST		
4	4					
5	5					
TIME START: 5:01	TIME FINISH: 7:51	Meter Reading: 186470	Meter Reading: 186577			
1	1	5:09	7:10	WALTON ST		
2	2	6:22	7:02	WALTON ST		
3	3					
4	4					
5	5					

Checked and Verified by:

ANA RUTH L. MATE
Manager, General Services Division

TIEZA CARPOOLING

DRIVER'S NAME:		JOSE PULLO		ID NO.	3519	PLATE	8JS	272
DESTINATION/ROUTE:				NUMBER:				
NAME OF PASSENGER	OFFICE (Sec/Dept/Div)	DATE	PICK-UP POINT		DROP-OFF POINT		SIGNATURE	
			Time	Place	Time	Place		
May Anne B. Abung	COPD	11/11/2020	5:20	Pasig	3:35	Kalayaan		
Elizabeth D. Dizon	COPD	11/11/2020	6:00	Kalayaan	4:37	Kalayaan		
Richelle Lynn Perez	COPD	11/11	6:34	Kalayaan	3:58	Kalayaan		
<div>TIME START: 5:01</div> <div>TIME FINISH: 8:05</div> <div>Meter Reading: 186577</div> <div>Meter Reading: 186682</div>								
May Anne B. Abung	COPD	11/11/2020	5:20	Pasig	3:35	Kalayaan		
Elizabeth D. Dizon	COPD	11/11/2020	6:00	Kalayaan	4:37	Kalayaan		
Richelle Lynn Perez	COPD	11/11	6:34	Kalayaan	3:58	Kalayaan		
<div>TIME START: 4:45</div> <div>TIME FINISH: 11:09</div> <div>Meter Reading: 186682</div> <div>Meter Reading: 186734</div>								
Shermy Dalida	COPD	11-13-20	8:26	Kalayaan	10:50	Kalayaan		
<div>TIME START: 5:34</div> <div>TIME FINISH: 11:07</div> <div>Meter Reading: 186734</div> <div>Meter Reading: 186835</div>								
May Anne B. Abung	COPD	11/14	6:23	R. PAPA	9:40	R. PAPA		
Elizabeth D. Dizon	COPD	11/14	6:23	R. PAPA	9:40	R. PAPA		
<div>TIME START: 5:00</div> <div>TIME FINISH: 8:52</div> <div>Meter Reading: 186835</div> <div>Meter Reading: 186954</div>								
May Anne B. Abung	COPD	11/16	5:57	Kalayaan	4:54	Kalayaan		
Elizabeth D. Dizon	COPD	11/16	5:57	Kalayaan	4:54	Kalayaan		
May Anne B. Abung	COPD	11/16	6:41	R. PAPA	5:39	R. PAPA		
Elizabeth D. Dizon	COPD	11/16	6:41	R. PAPA	5:39	R. PAPA		

Checked and Verified by:

ANA RUTH L. MATI
Manager, General Services Division

10/11/11

ANARUTH L. MATE
Manager, General Services Division

Manager, General



3519 / Jose Nolasco

ID NO./NAME

For the Month of December

Official Hours (Regular Days)

Arrival & Departure (Sat.)

MORNING AFTERNOON

DAY	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1	5:42 Am		8:01 Pm	
2	5:40 Am		8:03 Pm	
3	5:36 Am		7:42 Pm	
4				
5				
6				
7	5:24 Am		8:18 Pm	
8				
9	5:19 Am		8:47 Pm	
10	5:25 Am		7:40 Pm	
11	5:35 Am		7:34 Pm	
12				
13				
14	5:32 Am		8:21 Pm	
15	7:11 Am		6:47 Pm	
16	5:28 Am		7:22 Pm	
17	5:26 Am		8:00 Pm	
18	8:06 Am		6:43 Pm	
19				
20				
21	5:27 Am		8:49 Pm	
22	5:57 Am		7:13 Pm	
23	8:46 Am		8:46 Pm	
24				
25				
26				
27				
28	5:54 Am		4:45 Pm	
29	9:47 Am		7:25 Pm	
30				
31				

I certify on my honor that the above is true and correct of work performance record of which we made daily at the time of arrival and departure from office.

(Signature of Employee)

(Officer-In-Charge)

dir.doc/acslit



3519 / Jose Nolasco

ID NO./NAME

For the Month of December

Official Hours (Regular Days)

Arrival & Departure (Sat.)

MORNING AFTERNOON

DAY	ARRIVAL	DEPARTURE	ARRIVAL	DEPARTURE
1	5:42 Am		8:01 Pm	
2	5:40 Am		8:03 Pm	
3	5:35 Am		7:42 Pm	
4				
5				
6				
7	5:23 Am		8:18 Pm	
8				
9	5:24 Am		8:47 Pm	
10	5:25 Am		7:40 Pm	
11	7:35 Am		7:34 Pm	
12				
13				
14	5:32 Am		8:21 Pm	
15	7:11 Am		6:47 Pm	
16	5:28 Am		7:22 Pm	
17	5:26 Am		8:00 Pm	
18	8:06 Am		6:43 Pm	
19				
20				
21	5:27 Am		8:49 Pm	
22	5:57 Am		7:13 Pm	
23	8:46 Am		8:46 Pm	
24				
25				
26				
27				
28	5:53 Am		4:45 Pm	
29	9:47 Am		7:25 Pm	
30				
31				

I certify on my honor that the above is true and correct of work performance record of which we made daily at the time of arrival and departure from office.

(Signature of Employee)

(Officer-In-Charge)

dir.doc/acslit

9

ANA RUTH L. MAT
Manager, General Services Divis

TIEZA CARPOOLING

DRIVER'S NAME:		ID NO.		PLATE	NUMBER:	DESTINATION/ROUTE:	
JOSE BALLO		3519		SDS	272		
NAME OF PASSENGER	OFFICE (Sec/Dept/Div)	DATE	PICK-UP POINT		DROP-OFF POINT		SIGNATURE
			Time	Place	Time	Place	
May Anne B. Abano	COPD	12/7	5:23	Pasig	8:18	Pasig	[Signature]
Elaine Dima	COPD	12/7	6:02	Valenzuela	7:16	Valenzuela	
Bethelle Lyka Perilla	COPD	12/7	6:34	Q.C.	5:55	Q.C.	[Signature]
Francis Randy Hordelano	COPD	12/7	-	-	5:09	Makati	
TIME START: 5:00		TIME FINISH: 8:42		METER READING: 188161			
May Anne B. Abano	COPD	12/9	5:29	Pasig City	8:47	Pasig	[Signature]
Elaine Dima	COPD	12/9	6:17	Valenzuela	8:06	Valenzuela	
Webby Lycaud	COPD	12/9	6:34	P. PAPA	7:39	P. PAPA	[Signature]
Bethelle Lyka Perilla	COPD	12/9	6:55	Q.C.	7:10	Q.C.	
TIME START: 4:59		TIME FINISH: 9:08		METER READING: 188267			
May Anne B. Abano	COPD	12/10	5:35	Pasig City	7:40	Pasig	[Signature]
Webby Lycaud	COPD	12/10	5:58	Valenzuela	-	-	
May Anne B. Abano	COPD	12/10	5:58	Valenzuela	-	-	[Signature]
Webby Lycaud	COPD	12/10	6:31	Q.C.	6:44	Q.C.	
Francis Randy Hordelano	COPD	12/10	7:19	Valenzuela	-	-	[Signature]
May Anne B. Abano	COPD	12/10	8:05	Pasig City	7:40	Pasig	
TIME START: 4:52		TIME FINISH: 8:05		METER READING: 188267			
May Anne B. Abano	COPD	12/12	-	-	8:05	Pasig	[Signature]
Francis Randy Hordelano	COPD	12/12	-	-	-	-	
TIME START:		TIME FINISH:		METER READING:			

Checked and Verified by:

ANA RUTH L. MAT
Manager, General Services Divi

TIEZA CARPOOLING

[illegible]

MATEO
ICES Division.

Checked and Verified by:

ANA RUT
Manager, General

TIEZA CARPOOLING

[illegible]

Checked and Verified by:

TEQ
DIVISION

AN
Manager

TIEZA CARPOOLING

DRIVER'S NAME:		DESTINATION/ROUTE:		OFFICE (Sec/Dept/Div)		DATE		PICK-UP POINT		DROP-OFF POINT		SIGNATURE
ID NO.	PLATE	NUMBER:	Time	Place	Time	Place	Time	Place	Time	Place		
JOSE RALPH	3819											
7:58 AM		8:46 PM		12/23		OFFICE		8:46		Tangway		
TIME START:		TIME FINISH:		Meter Reading:		Meter Reading:		189281		189224		
NAME OF PASSENGER		JESSE KUBLOD		max		12/23		6:05		4:24		
TIME START:		TIME FINISH:		Meter Reading:		Meter Reading:		189258		189295		
NAME OF PASSENGER		LEA KIMATA		max		12/23		6:05		4:24		
TIME START:		TIME FINISH:		Meter Reading:		Meter Reading:		189295		189355		
NAME OF PASSENGER		FRANCIS RANDY HERRERA		max		12/23		6:05		4:24		
TIME START:		TIME FINISH:		Meter Reading:		Meter Reading:		189295		189355		
NAME OF PASSENGER		FRANCIS RANDY HERRERA		max		12/23		6:05		4:24		
TIME START:		TIME FINISH:		Meter Reading:		Meter Reading:		189295		189355		
NAME OF PASSENGER		FRANCIS RANDY HERRERA		max		12/23		6:05		4:24		
TIME START:		TIME FINISH:		Meter Reading:		Meter Reading:		189295		189355		

Checked and Verified by:

ANA RUTH L. MIA
Manager, General Services C

Driver Cliff Thelen

6th & 7th Floors, Tow
 Double Dragon Pl.
 Double Dragon P
 Macapagal Avenue cor
 Edsa Extension Bay A
 Pasay City 13

**TOURISM
 INFRASTRUCTURE AND
 ENTERPRISE
 ZONE
 AUTHORITY**



GASOLINE CONSUMPTION REPORT

DEPARTMENT/OFFICE:
 VEHICLE:
 PLATE NO.:

DATE	INVOICE	QUANTITY	AMOUNT
12/09/2020		41.528	1,494.59
12/14/2020		37.600	1,300.36
12/21/2020		42.100	1,526.54
12/26/2020		21.688	812.00
TOTAL			5,173.49

Noted by :

Driver Jose Nolasco

DATE	
08/18/2020	INCOMING
OFFICE ORDER NO. 070-2020	Reiteration of Job order pay rules, attendance documents and compensatory time-off application (Received by Mrs. Yanyan)
08/18/2020	INCOMING
MEMORANDUM	
FOR: The Assistant Chief operating officer	
ADMINISTRATION AND FINANCE SECTOR	
ATTENTION: The Manager, Administrative Services Department	
SUBJECT: IBA Refresher for re-certification	
cc: All Department Managers	
training unit, HR Division	
OFFICE ORDER NO. 067-2020	
TIETA COVID-19 Active Response Team	
08/24/20	OUTGOING
PR dtd. Aug. 3, 2020	
Kilometer Clock-up by Toyota Innova 55-272	
08/25/20	INCOMING
MEMO - OPKR July to December 2019 (Leahngs)	
09/11/2020	OUTGOING
09/16/2020	OUTGOING
09/27/2020	OUTGOING
09/07/2020	INCOMING
MEMO addressed to Manager FR	
SUBJ: Required Submissions with attached documents - Quality Policy as approved by the COO and AMS 2021 Balanced Scorecard	
FROM: AMGT	
(Outgoing) PR - Consulting Services for a Third-Party Customer Satisfaction Survey for the Core Processes with attached Term of Reference (signed by COO)	
Amount: P 1,400,000.00	
Date: 5 Oct. 2020	



AW4291

Promised Delivery Date & Time:
09/26/2020 12:00:00

- ☐ Repeat Repair
☐ Appointment
☒ Walk In
☒ Waiting
☐ Non Waiting

Manolito M Oprasa
TOYOTA PASONG TAMO, INC.
2292 Pasong Tamo Extension, Magallanes
City of Makati NCR, Fourth District,
1231 Philippines
Tel: (02) 893-8084
Fax: (02) 893-8327 / (02) 893-8356
Website: www.toyotapasongtamo.com
VAT Reg. TIN: 003-821-973-00000
Business Style: Toyota Pasong Tamo, Inc.

REPAIR ORDER

B21A073882

Business Style: TOURISM INFRASTRUCTURE & ENTERPRISE		Page 1 of 3	
Customer No. 1000978164		Date Received 09/26/2020	Time Received 07:57:48AM
Customer Name & Address Macapagal Avenue EDSA Ext., Double Dragon Plaza, Meridian Plaza, 6th & 7th flrs. Tower 1		Purchase Order No. 07:57:48AM	
Email Address procurementprocess@tleza.gov.ph		Payment Method <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Cheque Account	
Assignee's Name		Driver's Name	
Assignee's Contact No.		Driver's Contact No.	
Appointment Confirmation		Time Made: : am/pm	
Date Made: : am/pm		Engine No. 2KD6271748	
Production Time		Warr Exp KM 100,000	
Date: : am/pm		Warr Exp Date 03/30/2009	
Cust. Appl. Time (Rec. Time)		Selling Dealer TQT	
Year/Make/Model 2008/Innova 2.5J Dsl M/T - BC - 020		Color THERMALYTE	
Chassis No./VIN/Serial No. KUN40A05028552		CS No. AW4291	
Appointment		Z200 Service Repair Order	

CUSTOMER REQUEST

SERVICE ADVISOR INSTRUCTIONS
TGFS/ENGINE DETAILING
PERFORM 180,000 KM CHECKUP
CHECK CLEAN ADJUST BRAKES

JOB NO.	JOB TYPE	OPERATION CODE/PART NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
---------	----------	-------------------------	-------------	-----	------------	-------

0			PMS JOSE ROLLO 09485028056	0.000	0.00	0.00
1	PM	X00180	180,000 KM CHECKUP	5.300	450.00	2,385.00
1	PM	90915-YZZD2	OIL FILTER 1000	1	487.05	487.05
1	PM	90430-12031	GASKET	1	35.49	35.49
1	PM	08880-83860	TGFS SN/CF 5W-30 1L	7	672.32	4,706.24
1	PM	08813-00860	DSL INJECTOR CLEANER	1	760.27	760.27
1	PM	08814-80090	DSL ENGINE FLUSH	1	695.98	695.98
1	PM	TPT-BCR-PM	BRAKE CLEANER PM	1	166.12	166.12
1	PM	TPT-SUB-BGFF-PM	BG FRIGI FRESH PM	1	794.64	794.64
1	PM	TPT-SUB-BGFS-PM	BG FUEL SYSTEM DRIER PM	1	794.64	794.64
1	PM	TPT-SUB-CRS2-PM	CARBON RIDDING S2 PM	1	3,571.43	3,571.43
1	PM	TMP-BACKTAKLENZ	Toyota Genuine Backtlenz	0.100	8,348.20	834.82
1	PM	TPT-SUB-MISC-PM	MISCELLANEOUS PMS	1	400.00	400.00
1	PM	TPT-SUB-BGSS-PM	BG STOP SQUEAL PM	1	580.36	580.36
2	GS	TCENG10	Toyota Car Care	1	500.00	500.00
2	GS	08879-80010	E:ROOM CLEANER TOYOTA	1	280.36	280.36
2	GS	08879-80020	E:ROOM COAT TOYOTA	1	290.40	290.40
2	GS	TPT-SUB-OTHERS	TMP-POL	1	247.60	247.60

Customer
Copy

I hereby agree to the TERMS AND CONDITIONS written at the back of the Repair Order CUSTOMER'S COPY

CUSTOMER'S SIGNATURE OVER PRINTED NAME

DATE

Software Provider

Toyota Motor Philippines Corporation

Address

Toyota Special Economic Zone, Santa Rosa - Tagaytay Highway, Santa Rosa City, Laguna, 4026

Software Name

Permit-to-Use (PTU) No.

Series Range

Valid Until

07/31/2022

08/01/2017

1708_0124_PTU_CAS_000133

Version 6/EHP 7.0/SP09

SAP ECC-Dealer Business Management

"THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX."