



MEMORANDUM

FOR : THE CHIEF OPERATING OFFICER

FROM : The Manager
Corporate Planning Department

SUBJECT: Request for Rehiring of Job Order Personnel for the period
February 1 to February 28, 2021

DATE : 25 January 2021

In view of the exigency need and 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 w/ 20% Premium	No. of Days per Month	Tasks
Gerardo S. Arcangel III	Php 1,132.03	22 days	<ul style="list-style-type: none">• Evaluates various project proposals and prepares letter to proponents• Monitors progress on status of project's implementation• Assists in performance monitoring and evaluation• Perform other related tasks
Margarita N. Flororita	Php 1,132.03	22 days	<ul style="list-style-type: none">• Evaluates various project proposals and prepares letter to proponents• Co-monitors status of infra project proposals• Monitors departmental and sectoral accomplishment and performance reports• Receives and routes documents within the office• Monitors and manages supplies of the department• Perform other related tasks as maybe required from time to time

Thank you.


FRANCIS RANDY J. HORTELANO

Approved:

MARK T. LAPID
Chief Operating Officer

TIEZA

Job Order Personnel – Supervisor's Rating Summary Sheet

October 1, 2020 – December 31, 2020

Corporate Planning Department

Emp. No.	Name of Job Orders	Rate
1	Arcangel, Gerardo III S.	
2	Flororita, Margarita N.	

A. WORK ATTITUDE (5%)		
Adjectival Rating	Numerical Rating	
S	3.00	
O	5.00	

B. QUALITY OF WORK (2.5%)		
Adjectival Rating	Numerical Rating	
S	1.50	
O	2.50	

C. PUNCTUALITY and ATTENDANCE (to be accomplished by HRSD)						TOTAL SCORE
No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating	Average Rate		
0	2.50	2	2.00	2.25		6.75
0	2.50	1	2.00	2.25		9.75

Jose T. Bechayda Jr.
JOSE T. BECHAYDA, JR.
 Division Manager
 Monitoring and Evaluation Division

Francis Randy J. Hortelano
FRANCIS RANDY J. HORTELANO
 Department Manager
 Corporate Planning Department

BEHAVIORAL (10%)

DATE : 29 DECEMBER 2020

NAME : MARGARITA N. FLORRITA
DEPARTMENT : CORPORATE PLANNING DEPT.

POOR (1.00%)	UNSATISFACTORY (2.00%)	SATISFACTORY (3.00%)	VERY SATISFACTORY (4.00%)	OUTSTANDING (5.00%)	POINT SCORE
<p>A. WORK ATTITUDE (5.00%): 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 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.	5.0
<p>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.</p>					
<p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > 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 					
<input type="checkbox"/> POOR (.50%)	<input type="checkbox"/> UNSATISFACTORY (1.00%)	<input type="checkbox"/> SATISFACTORY (1.50%)	<input type="checkbox"/> VERY SATISFACTORY (2.00%)	<input type="checkbox"/> OUTSTANDING (2.50%)	POINT SCORE
<p>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.</p>					
<p>Absences</p> <p>0 1-10 11-20 21-30 31 or more</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>	<p>Rating</p> <p>2.5 2.0 1.50 1.00 .50</p>		
					2.25
					9.75

Equivalent Point Score:

FLORRITA

Supervisor's Rating

PRINTED NAME / Signature