



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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**MEMORANDUM**

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

**FROM :** Manager, Administrative Services Department

**SUBJECT :** Rehiring of Job Order for January 1 to March 31, 2021

**DATE :** December 16, 2020

Please be informed that the contract of services of Job Order hirees will expire on December 30, 2020.

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 / termination.

Likewise, may we request you to submit recommendations with corresponding endorsement from your Sector Heads and approval from the Chief Operating Officer on or before December 28, 2020 using the format below.

**REHIRING OF JOB ORDERS**

For the period of January 01 to March 31, 2021

NAME	RATE/DAY With 20% Premium	TASKS
1.		
2.		

Your early submission will facilitate the preparation of contracts in accordance to the Commission on Audit rules and regulations.

Thank you for your usual cooperation.

**ROSANNA M. OLGADO**



\*Also, may we request to remind your Job Order Hirees to submit the result of their Drug Test or proof that they have undergone drug testing as one of the requirements of their rehiring.

NAME :

BEHAVIORAL ( 10% )

DATE :

DEPARTMENT :

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 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.	
<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"/> <b>POOR ( .50% )</b>	<input type="checkbox"/> <b>UNSATISFACTORY ( 1.00% )</b>	<input type="checkbox"/> <b>SATISFACTORY ( 1.50% )</b>	<input type="checkbox"/> <b>VERY SATISFACTORY ( 2.00 % )</b>	<input type="checkbox"/> <b>OUTSTANDING ( 2.50 % )</b>	<b>POINT SCORE</b>
<b>C: PUNCTUALITY and ATTENDANCE (2.5%): Regularity in reporting for work.</b> Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences		Tardiness/Undertime			
Rating		Rating			
0 1-10 11-20 21-30 31 or more	2.5 2.0 1.50 1.00 .50	0 1-10 11-20 21-30 31 or more	2.5 2.0 1.50 1.00 .50		
Equivalent Point Score:					

Supervisor's Rating

PRINTED NAME / Signature