



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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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  
January 1 to March 31, 2021

**DATE :** 29 December 2020

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	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 performance monitoring and evaluation</li><li>• Perform 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 proponents</li><li>• Co-monitors status of infra project proposals</li><li>• Monitors departmental and sectoral accomplishment and performance reports</li><li>• Receives and routes documents within the office</li><li>• Monitors and manages supplies of the department</li><li>• Perform other related tasks</li></ul>

Thank you.

  
FRANCIS RANDY J. HORTELANO

Approved:

POCHOLO JOSELITO D. PARAGAS  
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)			
No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating
0	2.50	2	2.00
0	2.50	1	2.00

TOTAL SCORE
6.75
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

NAME : Gerardo Arceaga, III

BEHAVIORAL ( 10% )

DATE : 29 DECEMBER 2020

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%):</b> Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<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%):</b> The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
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 checked="" type="checkbox"/> <b>SATISFACTORY (1.50%)</b>	<input type="checkbox"/> <b>VERY SATISFACTORY (2.00%)</b>	<input type="checkbox"/> <b>OUTSTANDING (2.50%)</b>	POINT SCORE
<b>C: PUNCTUALITY and ATTENDANCE (2.5%):</b> 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</b> 0 1-10 11-20 21-30 31 or more		<b>Tardiness/Undertime</b> 0 1-10 11-20 21-30 31 or more		<b>Rating</b> 2.5 2.0 1.50 1.00 .50	
				2.25	

Equivalent Point Score

6.75

Supervisor's Rating  
PRINTED NAME / Signature

Jose H. Bechay Jr.

# 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><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 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>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 type="checkbox"/> SATISFACTORY (1.50%)	<input type="checkbox"/> VERY SATISFACTORY (2.00%)	<input type="checkbox"/> OUTSTANDING (2.50%)	POINT SCORE
<p><b>C: PUNCTUALITY and ATTENDANCE (2.5%):</b> 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>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>		<p>Equivalent Point Score:</p> <p>2.25</p>
					9.75

Equivalent Point Score:

Francis Narry J. Horreana  
Supervisor's Rating  
PRINTED NAME / Signature