



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : THE CHIEF OPERATING OFFICER

THRU : THE ASSISTANT CHIEF OPERATING OFFICER
Asset Management Sector

THE MANAGER
Operations Department, AMS

FROM : RESIDENT MANAGER
Zamboanga Golf Course and Beach Park

DATE : 09 JUNE 2021

**SUBJECT : RENEWAL OF JOB ORDER EMPLOYEES FOR
JULY 1 TO DECEMBER 31, 2021**

We would like to recommend renewal of the contract of the twenty three (23) Job Order Employees (please see attached list) of Zamboanga Golf Course and Beach Park for the period July 1 to December 31, 2021.

Also, attached herewith are Job Order Personnel-Supervisor's Rating Summary Sheet.

For your approval, please.


MAGDARA A. SAKIP

Recommending Approval:


ATTY. MA. TERESA C. ALVAREZ
Manager, Operations Department

JETRO NICOLAS F. LOZADA
ACOO, Asset Management Sector

Approved / Disapproved by:

MARK T. LAPID
Chief Operating Officer



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REHIRING OF JOB ORDERS

For the period of July 1 to December 31, 2021

NAME	TASK
1. Aguirre, Ricardo S.	<ol style="list-style-type: none">1. Supervise the daily work activities of the golf course and motorpool2. Prepares schedule for top dressing greens3. Do minor repairs of greens, tee mounds and fairways4. Apply fertilizer and insecticides on greens5. Maintains the cleanliness of the golf course6. Perform other duties that may assign from time to time
2. Akil, Rita A.	<ol style="list-style-type: none">1. Maintains cleanliness of ladies locker room and office premises including club house surroundings and the practice green2. Maintains the availability of locker supplies3. Maintains the plants around the clubhouse area4. Performs other duties that may assign from time to time
3. Alejandro, Joann L.	<ol style="list-style-type: none">1. Receives payment and issues Official Receipt2. Prepares daily collection report and daily cash remittance report3. Prepares turnover sheet and accountable forms and change funds4. Maintains the cleanliness and orderliness of the ticket booth and its surroundings5. Performs other duties that may assign from time to time
4. Ang, Ruben M.	<ol style="list-style-type: none">1. Operate bush cutter2. Operates power scythe3. Trim grasses at greens and tee mounds4. Performs other duties that may assign from time to time
5. Bausas, Protacio M.	<ol style="list-style-type: none">1. Operates power scythe2. Trim grasses around the greens3. Operate rotary mower to mow grass and greens and tee mounds4. Maintain level and cultivate sand traps5. Performs other duties that may assign from time to time
6. Bazan, Ricardo M.	<ol style="list-style-type: none">1. Provides transportation services for Resident Manager and employees in the performance of its official functions2. Performs other duties that may assign from time to time
7. Bernardo, Celedonio T.	<ol style="list-style-type: none">1. Repair picnic sheds and tables2. Do carpentry works and repairs when needed3. Performs other duties that may assign from time to time
8. Bustamante, Carlos Jr. B.	<ol style="list-style-type: none">1. Operates turf equipment on regular mowing of greens and in cutting grasses at rough areas of the golf course.2. Irrigate greens and fairways and repairs plumbing and water linkages.3. Assist in the repair and maintenance of greens, fairways and tee mounds of the golf course4. Performs other duties that may assign from time to time

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NAME	TASK
9. Campos, Lamberto C.	<ol style="list-style-type: none">1. Receives payment and Issues official receipt2. Prepares daily collection report and daily cash remittance report3. Prepares turnover sheet and accountable forms and change funds4. Maintains cleanliness and orderliness of the ticket booth and its surroundings5. Performs other duties that may assign from time to time
10. Fernandez, Mar Francis B.	<ol style="list-style-type: none">1. Prepare Disbursement Voucher for payments, VAT Certificates for suppliers2. Prepare monthly Summary of Check Disbursement, Monthly Journal Entry Voucher, EBCS remittance of contribution, loans of GSIS, EFPS of BIR Taxes, collections and deposits per deposit slip3. Checks payroll for JO and Emergency Employees4. Facilitate the releasing of gas and oil to all turf equipment operators and vehicles and submits inventory report of gasoline & oil5. Performs other duties that may assign from time to time
11. Fernando, Agapito Jr. T.	<ol style="list-style-type: none">1. Supervise the daily work activities of the golf course2. Supervise the maintenance of the access road (from main gate to ticketing booth), Nursery, Locker Rooms, Admin Office and Club House3. Maintains the cleanliness of the golf course4. Performs other duties that may assign from time to time
12. Fernando, Norman P.	<ol style="list-style-type: none">1. Prepares Purchase Request, Job Order, and Petty Cash Voucher2. Purchases requested items3. Facilitate the payments of procured items and services4. Performs other duties that may assign from time to time
13. Fernando, Rudulf T.	<ol style="list-style-type: none">1. Operates fairway mower2. Check, maintain and repair vehicles and ground equipment3. Performs minor mechanical repairs and preventive services of vehicles4. Maintain cleanliness of motorpool and surroundings5. Performs other duties that may assign from time to time
14. Jacinto, Patrick D	<ol style="list-style-type: none">1. Receives payment and Issues official receipt2. Prepares daily collection report and daily cash remittance report3. Prepares turnover sheet and accountable forms and change funds4. Maintains cleanliness and orderliness of the ticket booth and its surroundings <p>Performs other duties that may assign from time to time</p>
15. Ledesma, Fernando R.	<ol style="list-style-type: none">1. Maintain cleanliness in the beach park area including picnic grounds, picnic tables, and sheds including surrounding areas2. Haul garbage/trim trees and plants3. Cleans shoreline and Beach Park access road.4. Performs other duties that may assign from time to time

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NAME	TASK
16. Manatad, Alberto Sr. C.	<ol style="list-style-type: none">1. Maintain cleanliness in the beach park area including picnic grounds, picnic tables, and sheds including surrounding areas2. Haul garbage/trim trees and plants3. Cleans shoreline and Beach Park access road.4. Performs other duties that may assign from time to time
17. Mapili, Cresente M.	<ol style="list-style-type: none">1. Mow grasses and greens2. Trim grasses at rough areas at the golf course3. Performs other duties that may assign from time to time
18. Mariño, Alex B.	<ol style="list-style-type: none">1. Operate power scythe2. Mow grasses and greens3. Maintain the greens and area around the tee mounds4. Performs other duties that may assign from time to time
19. Miguel, Josefina A.	<ol style="list-style-type: none">1. Receives payment and Issues official receipt2. Prepares daily collection report and daily cash remittance report3. Prepares turnover sheet and accountable forms and change funds4. Maintains cleanliness and orderliness of the ticket booth and its surroundings5. Performs other duties that may assign from time to time
20. Pacurib, Norma C.	<ol style="list-style-type: none">1. Receives payment and Issues official receipt2. Prepares daily collection report and daily cash remittance report3. Prepares turnover sheet and accountable forms and change funds4. Maintains cleanliness and orderliness of the ticket booth and its surroundings5. Performs other duties that may assign from time to time
21. Potot, Vivencio E.	<ol style="list-style-type: none">1. Receives payment and Issues official receipt2. Prepares daily collection report and daily cash remittance report3. Prepares turnover sheet and accountable forms and change funds4. Maintains cleanliness and orderliness of the ticket booth and its surroundings5. Performs other duties that may assign from time to time
22. Rojas, Ronald G.	<ol style="list-style-type: none">1. Mow grasses and greens2. Trim grasses at rough areas at the golf course3. Performs other duties that may assign from time to time
23. Serrano, Eduardo	<ol style="list-style-type: none">1. Oversee all electrical system of the golf course2. Install electrical System in construction in accordance with plans and specifications3. Does regular inspection of electrical system / connections and repairs faulty electrical connection4. Maintains and repairs all equipment5. Irrigate greens and fairways, and repairs plumbing and water linkages6. Performs other duties that may assign from time to time

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Job Order Personnel - Supervisor's Rating Summary Sheet
March 1 to June 30, 2021

No.	Name of Job Orders	Rate	A. WORK ATTITUDE (5%)		B. QUALITY OF WORK (2.5%)		C. PUNCTUALITY and ATTENDANCE (to be accomplished by Admin Officer)					TOTAL SCORE
			Adjectival Rating	Numerical Rating	Adjectival Rating	Numerical Rating	No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating	Average Rate	
1	Aguirre, Ricardo Sr. S.	679.96	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
2	Akil, Rita A.	603.71	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
3	Alejandro, Joann L.	720.77	VS	4	VS	2.5	0	2.5	0	2.5	2.50	9.00
4	Ang, Ruben M.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
5	Bausas, Protacio M.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
6	Bazan, Ricardo M.	679.96	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
7	Bernardo, Celedonio T.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
8	Bustamante, Carlos Jr. B.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
9	Campos, Lamberto C.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
10	Fernandez, Mar Francis B.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
11	Fernando, Agapito Jr. T.	679.96	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
12	Fernando, Norman P.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
13	Fernando, Rudolf T.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
14	Jacinto, Patrick D.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
15	Ledesma, Fernando R.	603.71	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
16	Manatad, Alberto Sr. C.	603.71	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
17	Mapili, Cresente M.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
18	Mariño, Alex B.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
19	Miguel, Josefina A.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
20	Pacurib, Norma C.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
21	Potot, Vivencio E.	720.77	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
22	Rojas, Ronald G.	641.51	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50
23	Serrano, Eduardo I.	679.96	VS	4	VS	2	0	2.5	0	2.5	2.50	8.50


MAGDA A. SARY

Supervisor's Signature
Printed Name / Signature