



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
Edsa Extension Bay Area
Pasay City 1302

(+632) 8249-5900 loc. 625
learning@tieza.gov.ph
www.tieza.gov.ph

MEMORANDUM FOR THE PRAISE COMMITTEE

FROM : **JOSEFINA U. SORIANO**
PRAISE Committee Head Secretariat
DATE : 25 January 2021

Based on the approved revised guidelines of the Authority's Program on Awards and Incentives for Service Excellence (PRAISE) effective 17 July 2019, **Ms. Marilyn S. Estillore** is entitled to **₱ 45,000.00** cash as optional retirement incentive chargeable against the PRAISE Budget:

Date of Appointment : 04 November 1980
Effective Date of Retirement : 01 January 2021
No. of Years : 40.722 years
IPCR Ratings : 4.850 (January – June 2020)
4.816 (July – December 2020)

Attachments

- ☒ HR endorsement / certification of number of service years
- ☒ Service record
- ☒ Performance rating periods mentioned above
- ☒ Clearance

For your approval.

APPROVAL	Name/Position/Office	Signature	Date
PRAISE Committee Member	MARY ANN C. CANO Vice President for Internal Affairs TIEZA Employees Association (TEA)		1/27/2021
PRAISE Committee Member	NENITA R. MEDINA President TIEZA Employees Association (TEA)		2/01/2021
PRAISE Committee Member	ROSANNA M. OLGADO Manager Administrative Services Department		2/1/2021
PRAISE Committee Member	RODOLFO E. ANCHETA Manager Financial Services Department		2/1/2021
PRAISE Committee Member	FRANCIS RANDY J. HORTELANO Manager Corporate Planning Department		2/2/2021
PRAISE Committee Chairperson	ATTY. JOY M. BULAUTAN Assistant Chief Operating Officer Administration and Finance Sector		



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PRAISE Committee Chairperson	ATTY. JOY M. BULAITAN Assistant Chief Operating Officer Administration and Finance Sector		

	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		
	PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)	Effectivity Date	JUL 17 2014
		Revision Level	3
	HR POLICIES & GUIDELINES	Document Code	ADSD.HRPG.01


3. **Longevity Incentive** – granted to active employees and officers who have rendered 30 years or more satisfactory service in PTA/TIEZA.

CRITERIA	REQUIREMENTS	AWARD
Thirty (30) years or more of PTA/TIEZA service.	Endorsement/ Certification from HRSD	₱ 10,000.00 cash award on the 30 th year ₱ 2,000.00 every year thereafter
Forty (40) years or more of PTA/TIEZA service.		₱ 15,000.00 cash award on the 40 th year ₱ 3,000.00 every year thereafter

4. **Retirement Incentive** – granted to a retiree in recognition of his/her continuous and long years of government service and his/her contribution to public service during his/her active career life, on or immediately after the date of retirement.

CRITERIA	REQUIREMENTS	AWARD
1. 65 years old for compulsory retiree with at least 10 years of government service	1. Endorsement / Certification from HRSD	Plaque of recognition / appreciation
2. Less than 65 years of age with 10 years or more of service for optional retirees	2. Service Record	Cash Award
3. Must have at least satisfactory performance rating for the last two (2) rating periods prior to retirement and	3. Copy of the HR-validated performance evaluation rating for the last two rating periods prior to the date of retirement with at least satisfactory ratings	
	4. Clearance	

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Program on Awards and Incentives for Service Excellence (PRAISE)	TIEZA.ADSD.HRPG.01 Page 11 of 24

	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		
	PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)	Effectivity Date	JUL 17 2019
		Revision Level	3
	HR POLICIES & GUIDELINES	Document Code	ADSD.HRPG.01

provided the employee is not imposed a penalty of suspension during the period of the grant.		
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Cash Award of Retirement Incentive

YEARS OF GOVERNMENT SERVICE	OPTIONAL	COMPULSORY
10.000 – 15.000 years	₱10,000.00	₱10,000.00
15.001 – 20.000 years	₱20,000.00	₱20,000.00
20.001 – 25.000 years	₱25,000.00	₱25,000.00
25.001 – 30.000 years	₱30,000.00	₱30,000.00
30.001 – 35.000 years	₱35,000.00	₱40,000.00
35.001 years and above	₱45,000.00	₱65,000.00

It is possible that an employee receives loyalty, longevity and retirement incentives simultaneously provided that he/she met all the necessary criteria and requirements.

3. Agency Awards

1. **TIEZA Lingkod Kawani Award**** - given to an employee, a supervisor, a manager or a top official who has demonstrated exemplary behavior and work accomplishments and who has projected a positive image for the agency or enhanced organizational productivity and effectiveness.

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Program on Awards and Incentives for Service Excellence (PRAISE) TIEZA.ADSD.HRPG.01 Page 12 of 24	



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January 25, 2021

CERTIFICATION

This is to certify that per records of this office, the following employees had been with PTA/TIEZA up to their separation from the service, to wit:

	Name	Date of Assumption	Effective Date of Separation	Number of Years in Service
1.	Esteban, Arsenia C.	04-27-81	12-31-20	39.678 years
2.	Estillore, Marilyn S.	11-04-80	12-31-20	40.722 "
3.	Fernandez, Mario C.	02-23-81	06-30-20	39.353 "
4.	Maniñas, Trixie Juanita	01-23-79	09-30-20	41.772 "
5.	Piog, Henry P.	07-16-96	01-30-21	24.539 "

Issued upon request for TIEZA/PRAISE claim.


JOSEFINA U. SORIANO
Manager, Human Resource Services Division
Administrative Services Department

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SERVICE RECORD

(To be accomplished by Employer)

NAME: ESTILLORE MARILYN SANGLAY (If married woman, MARILYN
(Surname) (Given Name) (Middle Name) SANGLAY give also full maiden
name)

BIRTH: 08/22/1956 SAN FERNANDO, LA UNION Date herein should be checked from birth or
(Date) (Place) baptismal certificate or some other reliable
documents.

This is to certify that the employee named herein above actually rendered services in this Office as shown by the service record below, each line of which is supported by appointment and other papers actually issued by this Office and approved by the authorities concerned.

SERVICE (Inclusive Dates)		RECORDS OF APPOINTMENT			OFFICE/ENTITY	L/V ABS	SEPARATION	
From	To	Designation	Status (1)	Salary (2)	Station/Place of Assignment	w/o Pay	(4)	
11/04/1980	02/28/1981	CLERK B	PERMANENT	7,236.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Date	Cause
03/01/1981	09/30/1981	CLERK B	PERMANENT	8,400.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Original Appt.
10/01/1981	12/31/1983	TRAVEL TAX PROCESSOR	PERMANENT	9,756.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		CCC #3, EO 668
01/01/1984	01/31/1984	TRAVEL TAX PROCESSOR	PERMANENT	10,260.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Promotion
02/01/1984	04/30/1984	TRAVEL TAX EXAMINER A	PERMANENT	16,044.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		SA DBM 01-01-84
05/01/1984	12/31/1984	TRAVEL TAX EXAMINER A	PERMANENT	17,724.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Promotion
01/01/1985	12/31/1987	TRAVEL TAX EXAMINER A	PERMANENT	19,584.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		CCC #3, EO 951-A
01/01/1988	06/30/1989	TRAVEL TAX EXAMINER A	PERMANENT	21,542.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		CCC #5, EO 1000
07/01/1989	12/31/1989	TRAVEL TAX OFFICER A	PERMANENT	53,016.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NCC #51
01/01/1990	02/06/1990	TRAVEL TAX OFFICER A	PERMANENT	53,556.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		RA 6758
02/07/1990	06/09/1993	TRAVEL TAX OFFICER A	PERMANENT	54,084.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		CSC/DBM Cir. #1 s.1990
06/10/1993	12/31/1993	TRAVEL TAX OFFICER A	PERMANENT	54,624.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Step Increment
01/01/1994	12/31/1994	TRAVEL TAX OFFICER A	PERMANENT	63,024.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Step Increment
								NCC #72

Issued in compliance with Executive Order No. 54 dated August 10, 1954, and in accordance with Circular, No. 58, dated August 10, 1954 of the System.

Date 01/12/2021

Certified Correct:


JOSEFINA U. SORIANO

Manager, Human Resource Services Division, ADSD

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SERVICE RECORD

(To be accomplished by Employer)

NAME: ESTILLORE MARILYN SANGLAY (If married woman, MARILYN
(Surname) (Given Name) (Middle Name) SANGLAY give also full maiden
name)

BIRTH: 08/22/1956 SAN FERNANDO, LA UNION Date herein should be checked from birth or
(Date) (Place) baptismal certificate or some other reliable
documents.

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SERVICE (Inclusive Dates)		RECORDS OF APPOINTMENT			OFFICE/ENTITY	L/V ABS	SEPARATION	
From	To	Designation	Status (1)	Salary (2)	Station/Place of Assignment	w/o Pay	(4)	
01/01/1995	08/15/1995	TRAVEL TAX OFFICER A	PERMANENT	75,024.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NCC #74	
08/16/1995	10/31/1995	SR. TRAVEL TAX OFFICER A	PERMANENT	94,788.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Promotion	
11/01/1995	12/31/1996	SR. TRAVEL TAX OFFICER A	PERMANENT	118,692.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	SSL II	
01/01/1997	10/31/1997	SR. TRAVEL TAX OFFICER A	PERMANENT	146,580.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #458, EO 389	
11/01/1997	10/12/1998	SR. TRAVEL TAX OFFICER A	PERMANENT	174,456.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	SSL FI	
10/13/1998	12/31/1999	SR. TRAVEL TAX OFFICER A	PERMANENT	178,812.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
01/01/2000	06/30/2001	SR. TRAVEL TAX OFFICER A	PERMANENT	196,692.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #468, EO 219	
07/01/2001	02/04/2002	SR. TRAVEL TAX OFFICER A	PERMANENT	206,532.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #474, RA 9137	
02/05/2002	03/08/2005	SR. TRAVEL TAX OFFICER A	PERMANENT	211,692.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
03/09/2005	06/30/2007	SR. TRAVEL TAX OFFICER A	PERMANENT	216,996.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
07/01/2007	06/30/2008	SR. TRAVEL TAX OFFICER A	PERMANENT	238,692.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #511, EO 611	
07/01/2008	12/04/2008	SR. TRAVEL TAX OFFICER A	PERMANENT	262,560.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #516, EO 719	
12/05/2008	06/30/2009	SR. TRAVEL TAX OFFICER A	PERMANENT	269,136.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	

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Certified Correct:

JOSEFINA U. SORIANO

Manager, Human Resource Services Division, ADSD

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(Surname) (Given Name) (Middle Name) SANGLAY give also full maiden name)

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SERVICE (Inclusive Dates)		RECORDS OF APPOINTMENT			OFFICE/ENTITY	L/V ABS	SEPARATION
From	To	Designation	Status (1)	Salary (2)	Station/Place of Assignment	w/o Pay	(4) Date Cause
07/01/2009	02/21/2010	SR. TRAVEL TAX OFFICER A	PERMANENT	307,968.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #521, EO 811
02/22/2010	06/23/2010	SR. TRAVEL TAX OFFICER A	PERMANENT	307,968.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	RA 9593, Sec. 66
06/24/2010	05/31/2011	SR. TRAVEL TAX OFFICER A	PERMANENT	346,812.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC #524, EO 900
06/01/2011	12/04/2011	SR. TRAVEL TAX OFFICER A	PERMANENT	385,644.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC #530, EO 40
12/05/2011	05/31/2012	SR. TRAVEL TAX OFFICER A	PERMANENT	390,816.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Step Increment
06/01/2012	06/04/2014	SR. TRAVEL TAX OFFICER A	PERMANENT	429,144.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC #540, EO #76
08/05/2014	12/31/2016	SUPERVISING TAX SPECIALIST	PERMANENT	511,824.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Reappointment
01/01/2017	08/04/2017	SUPERVISING TAX SPECIALIST	PERMANENT	633,396.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC # 568, EO 201
08/05/2017	12/31/2017	SUPERVISING TAX SPECIALIST	PERMANENT	642,036.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Step Increment
01/01/2018	12/31/2018	SUPERVISING TAX SPECIALIST	PERMANENT	715,164.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC # 572, EO 201
01/01/2019	08/04/2020	SUPERVISING TAX SPECIALIST	PERMANENT	796,620.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	CBC # 23, EO 201
08/05/2020	12/31/2020	SUPERVISING TAX SPECIALIST	PERMANENT	809,628.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Step Increment / Optional Retirement eff 01-01-2021
*****NOTHING FOLLOWS*****							

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Page 3 of 3

JOSEFINA U. SORIANO
Manager, Human Resource Services Division, ADSD



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

I, MARILYN S. ESTILLORE, of the Privilege Administration Division, TRAVEL TAX 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 January to June 2020.

MARILYN S. ESTILLORE
 Supervising Tax Specialist (SG22)-NAIA
 Ratee

Date: _____

Reviewed by	Date	Approved by					Date
		<i>CRISTITO G. OCAMPO</i> OIC, Travel Tax Department					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Travel Tax Processes	Monthly assignments of Travel Tax Supervisors at NAIA prepared 5 days before the following month with 6 corrections	7 days with 1 correction	4.750		4.750	4.750	
	Coordination with MIAA and Private offices at NAIA regarding Travel Tax operations done for the Department	100% satisfaction of Sending Authority	5.000			5.000	
	Supervision of the travel tax operations at NAIA Terminal 1	100% satisfaction of Immediate Supervisor	5.000			5.000	



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

I, MARILYN S. ESTILLORE, of the Privilege Administration Division, TRAVEL TAX 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 January to June 2020.

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Travel Tax Processes	Supervision of the travel tax operations at NATA Terminal 2 Supervision of the travel tax operations at NATA Terminal 3	99.750% satisfaction of Immediate Supervisor 99.750% satisfaction of Immediate Supervisor	4.750			4.750	
FINAL AVERAGE RATING						4.850	
Comments and Recommendations for Development Purposes							
<i>Dependable</i>							
Discussed with	Date	Assessed by	Date	Final Ranking by			Date
MARILYN S. ESTILLORE (EMPLOYEE NAME)		I certify that I discussed my assessment of the performance with the employee.		CRISTEYO G. OCAMPO OIC, Travel Tax Department			

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




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

I, MARILYN S. ESTILLORE, of the Privilege Administration Division, TRAVEL TAX 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
July to December 2020.

MARILYN S. ESTILLORE
Supervising Tax Specialist (SG22)-NALA
Ratee

Date: _____

Reviewed by	Date	Approved by	Date			
		 CRISTOFORO G. OCAMPO OIC, Travel Tax Department				
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING	Remarks		
Travel Tax Processes	Monthly assignments of Travel Tax Supervisors at NALA prepared 5 days before the following month with 6 corrections	7 days with 2 corrections	4.667	4.833	4.750	
	Coordination with MIAA and Private offices at NALA regarding Travel Tax operations done for the Department	99.833% satisfaction of Sending Authority	4.833		4.833	
	Supervision of the travel tax operations at NALA Terminal 1	99.667% satisfaction of Immediate Supervisor	4.833		4.833	



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

I, MARILYN S. ESTILLORE, of the Privilege Administration Division, TRAVEL TAX 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
July to December 2020.

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Travel Tax Processes	Supervision of the travel tax operations at NATA Terminal 2 Supervision of the travel tax operations at NATA Terminal 3	99.500% satisfaction of Immediate Supervisor 99.833% satisfaction of Immediate Supervisor	4.833			4.833	
FINAL AVERAGE RATING						4.816	

Comments and Recommendations for Development Purposes

continued ->

Able to establish linkage with other agencies with as vital in the operation of the TTD.

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
<i>[Signature]</i> MARILYN S. ESTILLORE (EMPLOYEE NAME)		I certify that I discussed my assessment of the performance with the employee.		<i>[Signature]</i> CRISTEJO G. OCAMPO OIC, Travel Tax Department	

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

TRAVEL TAX DEPARTMENT
RATING MATRICES
MARILYN S. ESTILLORE
Supervising Tax Specialist - SG 22
NAIA

MEASURES	Individual Level			
	Success Indicators	Timeliness	Efficiency	Quality
Travel Tax Processes	Monthly assignments of Travel Tax Supervisors at NAIA prepared 5 days before the following month with 13 corrections	5 - 7 days before 4 - 6 days before 3 - 5 days before 2 - 4 days before 1 - beyond 4 days		<u>Corrections / Cancellations for the period</u> 5 - 0 correction 4 - 1 to 3 corrections 3 - 4 to 6 corrections 2 - 7 to 9 corrections 1 - beyond 9 corrections
	Coordination with MIAA and Private offices at NAIA regarding Travel Tax operations done for the Department and memorandum relative thereto submitted to the Division Manager within 2 days after coordination			<u>Satisfaction of Sending Authority:</u> 5 - 100% satisfaction 4 - 95% satisfaction 3 - 90% satisfaction 2 - 85% satisfaction 1 - beyond 85%
	Supervision of the travel tax operations at NAIA Terminal 1			<u>Satisfaction of Immediate Supervisor:</u> 5 - 100% satisfaction 4 - 95%-99% 3 - 90%-94% 2 - 85% - 89% 1 - below 85%
	Supervision of the travel tax operations at NAIA Terminal 2			<u>Satisfaction of Immediate Supervisor:</u> 5 - 100% satisfaction 4 - 95%-99% 3 - 90%-94% 2 - 85% - 89% 1 - below 85%
	Supervision of the travel tax operations at NAIA Terminal 3			<u>Satisfaction of Immediate Supervisor:</u> 5 - 100% satisfaction 4 - 95%-99% 3 - 90%-94% 2 - 85% - 89% 1 - below 85%

Name : MARILYN S. ESTILLORE

SUMMARY OF OUTPUT						
MONTH	MONTHLY PERSONNEL ASSIGNMENTS		MIAA AND PRIVATE OFFICES	SUPERVISION(NAIA T1)	SUPERVISION(NAIA T2)	SUPERVISION(NAIA T3)
	DAYS	CORRECTIONS	QUALITY	QUALITY	QUALITY	QUALITY
JULY	6	1	100%	100%	100%	100%
AUGUST	7	0	100%	100%	100%	100%
SEPTEMBER	8	0	100%	100%	100%	100%
OCTOBER	7	1	99%	100%	100%	100%
NOVEMBER	7	0	100%	98%	97%	99%
DECEMBER	7	0	100%	100%	100%	100%
TOTAL	42	2	-	-	-	-
AVERAGE	7	-	99.833%	99.667%	99.500%	99.833%

EQUIVALENT SCORE						
MONTH	MONTHLY PERSONNEL ASSIGNMENTS		MIAA AND PRIVATE OFFICES	SUPERVISION(NAIA T1)	SUPERVISION(NAIA T2)	SUPERVISION(NAIA T3)
	DAYS	CORRECTIONS	QUALITY	QUALITY	QUALITY	QUALITY
JULY	4	4	5	5	5	5
AUGUST	5	5	5	5	5	5
SEPTEMBER	5	5	5	5	5	5
OCTOBER	5	4	4	5	5	5
NOVEMBER	5	5	5	4	4	4
DECEMBER	5	5	5	5	5	5
SCORE	4.833	4.667	-	-	-	-
AVERAGE	4.750	4.833	4.833	4.833	4.833	4.833

Reviewed by:

CRISTETO G. OCAMPO

 OIC, Travel Tax Department



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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DD Meridian Park
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EDSA Extension
1302 Bay Area, Pasay City

(+632) 8249-5900 loc 625
adminservices@tieza.gov.ph
www.tieza.gov.ph

November 23, 2020

(Date)

CLEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that **#0470 MARILYN S. ESTILLORE** stationed at the **Travel Tax Department** has been cleared of all property/money accountabilities and of all special assignments, special reports, etc. required by existing office orders or instructions and that he/she has no pending administrative or any other case whatever according to the records of this Office. Clearance has been issued due to **OPTIONAL RETIREMENT** at the close of business hours on **December 31, 2020**.

1. _____
Immediate Supervisor

3. **ROSANNA M. OLGADO**
Manager, Administrative Services Dept.

5. **RODOLFO E. ANCHETA**
Manager, Financial Services Dept.

a. **MYRNA A. SUAREZ**
Manager, Treasury Division

c. **NENITA R. MEDINA**
President, TEA

2. **CRISTETO G. OCAMPO**
OIC, Travel Tax Department

4. **IVY V. ASETRE**
Manager, Legal Department

6. **ANA RUTH L. MATEO**
Manager, General Services Division

b. **CRISTETO G. OCAMPO**
Chairperson, ECOPT

d. **JOY M. BULAUTAN**
Chairperson, Welfare Fund

Recommending Approval:

Sector Head

JOY M. BULAUTAN
OIC, Administration & Finance Sector

Approved:

POCHOLO J. D. PARAGAS
Chief Operating Officer

Note: This form must be accomplished in four (4) copies by the outgoing/leaving employees who shall retain the ORIGINAL and leave the other copies with the Human Resource Services Division.