



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FOR THE OFFICE OF THE CHIEF OPERATING OFFICER

THRU : THE ASSISTANT CHIEF OPERATING OFFICER
Assets Management Sector

FROM : THE MANAGER
Business Development Department

DATE : 15 February 2021

SUBJECT : REHIRING OF JOB ORDERS
FOR THE PERIOD March 01 to June 30, 2021

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Sir, the undersigned respectfully recommends the Rehiring of Job Order Employees in the Department for the period **March 01 to June 30, 2021** as follows:

NAME	RATE PER DAY W/ 20% PREMIUM	TASKS
1. <u>NINO P. BAUTISTA</u>	Php 809.83	<ol style="list-style-type: none">1. Functions as Skeleton Workforce during the Community Quarantine Period.2. Functions as the Property Custodian/Inventory Officer of the Department.3. Takes Charge of the Online Document Management System (ODMS) of BuDD.4. Facilitates purchase requests (PRs) of BRDD, SalesD and BuDD and follows up their documentation, production and delivery.5. Handles and monitors the PRs, production and

		<p>delivery of special projects such as collateral materials of Travel Tax Department.</p> <ol style="list-style-type: none"> 6. Researches and gathers current prices and sample items of office supplies, promo materials, and corporate giveaways. 7. Handles and monitors the Department's inventory of supplies and equipment, collaterals and giveaways. 8. Assists in the ingress / egress of national, regional and provincial fairs and exhibits. 9. Performs related functions that may be assigned from time to time.
<p>2. <u>GEORGE S. DOMINGO</u></p>	<p>Php 764.02</p>	<ol style="list-style-type: none"> 1. Functions as Skeleton Workforce for the Service Vehicle requirements of TIEZA. 2. Provides driving services for the Sales Division staff in conducting sales calls and manning the TIEZA booth in NCR, provincial, regional and national events. 3. Provides driving services for the BRDD staff in their official travel to the TIEZA Properties. 4. Functions as substitute driver for the Department Manager.

		<ol style="list-style-type: none"> 5. Takes charge of the ingress/egress of booth/pavilion exhibits for the government, academe and private sector & DOT/TIEZA travel trade, hospitality, MICE, business and tourism investment events. 6. Handles and monitors the checklist of exhibits/table top materials, furniture and equipment during the ingress and egress from BuDD-site-BuDD. 7. Assists in the implementation of the design and layout of the TIEZA booth on site. 8. Facilitates the installation and setting-up of the logistical requirements for the academe, government and private sector, tourism business and investment promotions activities. 9. Performs related functions that may be assigned from time to time.
<u>3. OLIVER T. VITOR</u>	Php 809.83	<ol style="list-style-type: none"> 1. Functions as Skeleton Workforce during the Community Quarantine Period. 2. Functions as Record Custodian of the Division 3. Responsible for the BRD filing system.

		<ol style="list-style-type: none"> 4. Takes charge of communications requirements of BRD 5. Collaborates with and assists the Project Officers (POs) in the documentation of TIEZA Properties for business development plans, titling, and investments process and on site follow up, coordination and leg work on project requirements from local offices. 6. Prepares BRDD presentation materials 7. Coordinates and facilitates compliance of requirements pertaining to Caretakers, security services and concerns of other departments / committees. 8. Scans, saves and sends soft copies of documents to POs thru email or mail. 9. Performs related functions that may be assigned from time to time.
<u>4. DANNY D. PANELO</u>	Php 720.77	<ol style="list-style-type: none"> 1. Functions as Skeleton Workforce during the Community Quarantine Period. 2. Functions as Utility / Messenger of the Department 3. Takes charge of installing and dismantling tarpaulins in the NCR, provincial, regional and national exhibitions and forums for the travel trade, hospitality, MICE, business and tourism

		<p>investment as well as DOT / TIEZA special events.</p> <ol style="list-style-type: none"> 4. Assists in the ingress / egress of the TIEZA booth/pavilion. 5. Facilitates the purchasing of logistical requirements for the non-operating properties. 6. Prepares collateral materials for tourism exhibits, investment promotions events and travel tax activities. 7. Facilitates the mailing and delivery of original communications and collateral/promotional materials. 8. Reproduces, binds, receives and releases documents of Business Research and Development Division. 9. Sends hard copies of documents to POs. 10. Performs related functions that may be assigned from time to time.
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For the COO's consideration and approval. Thank you.


MA. EVELYNE A. FRANCISCO

Recommending Approval:

Approved/Disapproved:


JETRO NICOLAS F. LOZADA

MARK T. LAPID

TIEZA

Job Order Personnel - Supervisor's Rating Summary Sheet
November 01, 2020 - January 31, 2021
Business Development Department

Emp. No.	Name of Job Orders	RATE	A. WORK ATTITUDE (5%)		B. WORK ATTITUDE (2.5%)		C. PUNCTUALITY and ATTENDANCE (to be accomplished by HRSD)					TOTAL SCORE
			Adjectival Rating	Numerical Rating	Adjectival Rating	Numerical Rating	No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating	Average Rate	
1	Bautista, Nino P.		VS	4.00	VS	2.50	2	2.00	4	2.00	2.00	8.50
2	Domingo, George S.		VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50
3	Panelo, Danny D.		VS	4.00	VS	2.00	0	2.50	1	2.00	2.25	8.25
4	Vitor, Oliver T.		VS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50

M. Francisco

MA. EVELYN A. FRANCISCO

Supervisor's Signature

Printed Name / Signature

BEHAVIORAL (10)

NAME : BAUTISTA, NIÑO P.
DEPARTMENT : Business Development Department
DATE :

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE																								
A. WORK ATTITUDE (5.00): 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 type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" 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.	4.00																								
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<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 																													
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Equivalent Point Score: 8.50

MA-EVELYN A. FRANCISCO
EVALUATOR'S SIGNATURE
MA-EVELYN A. FRANCISCO
EVALUATOR'S RATING
PRINTED NAME / Signature

BEHAVIORAL (10)

NAME : DOMINGO, GEORGE S.

DATE :

DEPARTMENT : Business Development Department - Sales Division

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE																		
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Equivalent Point Score:					8.50																		

EVA MARIE M. VICEDO

Evaluator's Rating

PRINTED NAME / Signature

BEHAVIORAL (10)

NAME : PANELO, DANNY S.

DEPARTMENT : Business Development Department - Sales Division

DATE :

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
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C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.					
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Equivalent Point Score:				8.25	

MA. ZENAIDA R. QUIÑAHAN

Evaluator's Rating

PRINTED NAME / Signature

BEHAVIORAL (10)

NAME : VITOR OLIVER T.

DATE :

DEPARTMENT : Business Development Department - Sales Division

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MA. ZENaida R. QUIÑAHAN

Evaluator's Rating

PRINTED NAME / Signature