

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

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15 February 2021

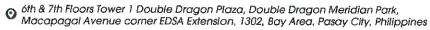
SUBJECT

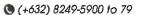
REHIRING OF JOB ORDERS

FOR THE PERIOD March 01 to June 30, 2021

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. NINO P. BAUTISTA	Php 809.83	 Functions as Skeleton Workforce during the Community Quarantine Period.
		 Functions as the Property Custodian/Inventory Officer of the Department.
		 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



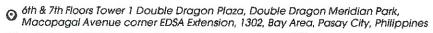








		delivery of special projects such as collateral materials of Travel Tax Department. 6. Researches and gathers current prices and sample items of office supplies, promo materials, and corporate giveaways. 7. Handles and monitors the Department's inventory of supplies and equipment, collaterals and giveaways. 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.
2. GEORGE S. DOMINGO	Php 764.02	 Functions as Skeleton Workforce for the Service Vehicle requirements of TIEZA. Provides driving services for the Sales Division staff in conducting sales calls and manning the TIEZA booth in NCR, provincial, regional and national events. Provides driving services for the BRDD staff in their official travel to the TIEZA Properties. Functions as substitute driver for the Department Manager.





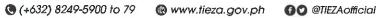






		5. Takes charge of the ingress/egress of booth/pavilion exhibits for the government, academe and private sector & DOT/TIEZA travel trade, hospitality, MICE, business and tourism investment events.
		6. Handles and monitors the checklist of exhibits/table top materials, furniture and equipment during 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.
3. OLIVER T. VITOR	Php 809.83	Functions as Skeleton Workforce during the Community Quarantine Period.
		 Functions as Record Custodian of the Division Responsible for the BRD filing system.

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

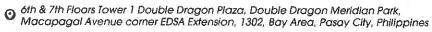


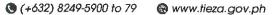






		4.	Takes charge of
		5.	requirements of BRD Collaborates with and
			assists the Project Officers (POs) in the documentation of TIEZA
			Properties for business development plans, titling, and investments
			process and on site follow up, coordination and leg work on project requirements from local
		6.	offices. Prepares BRDD
		7.	presentation materials Coordinates and
			facilitates compliance of requirements pertaining
			to Caretakers, security services and concerns of
		0	other departments / committees.
		δ.	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.
4. DANNY D. PANELO	Php 720.77	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











investment as well as DOT
/ TIEZA special events.
4. Assists in the ingress /
egress of the TIEZA
booth/pavilion.
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.
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.

For the COO's consideration and approval. Thank you.

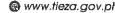
Recommending Approval:

Approved/Disapproved:

MARK T. LAPID

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









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

=		A. WORK ATTITU	ATTITUDE	B. WORK	B. WORK ATTITUDE		C, PUNCTUA	C, PUNCTUALITY and ATTENDANCE	TENDANCE		
Emp.	C A C	<u> </u>	(%5)	(2.5%)	(%)		(to be acc	(to be accomplished by HRSD)	y HRSD)		TOTAL
Name of Job Orders KA1E	KAIE	Adjectival	Numerical	Adjectival	Numerical	No. of	Numerical	No. of	Numerical	Average	SCORE
		Rating	Rating	Rating	Rating	Absences	Rating	Tardiness	Rating	Rate	
Bautista, Nino P.		VS	4.00	SA	2.50	2	2.00	4	2.00	2.00	8.50
Domingo, George S.		NS	4.00	SA	2.00	0	2.50	0	2.50	2.50	8.50
Panelo, Danny D.		NS	4.00	NS	2.00	0	2.50	1	2.00	2.25	8.25
Vitor, Oliver T.		NS	4.00	VS	2.00	0	2.50	0	2.50	2.50	8.50

MA: EWEITNE A. FRANCISCO
Supervisor's Signature
Printed Name / Signature

1	POINT SCORE		4.00						THOO	2.50		2.00					8.50
	OUTSTANDING (5.00)		Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, finctional and personal relationships with his supervisors and coworkers.	orth extra effort to ensure					CO CHICKATOTIC	OUTSTANDING (2,50)							Equivalent Point Score:
DATE:	VERY SATISFACTORY (4.00)	s, superiors and the general public.	Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	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.					(AAA) VOOTOATSITAS VOTY	VERY SATISFACTORY (2.00)	e records and/or attendance sheets.	Rating	2.5	2.0	1.50	.50	
	SATISFACTORY (3.00)	WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public	Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	igh standards for own personal perfe	itstanding) below:				Con at Month and The Contract	SATISFACTORY (1,50)	PUNCTUALITY and ATTENDANCE (2.5): 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.	<u>Tardiness/Undertime</u>	0	1-10	11-20	31 or more	
3AUTISTA, NINO P. Business Development Department	UNSATISFACTORY (2.00)	lity to work and deal with enthusia	Uncooperative and difficult to deal with. Must be closely supervised to do the job.	RMANCE (2.5): The ability to set h	Considering the following factors, indicate your rating (Poor to Outstanding) below:	Develops and implements new solutions, procedures and concepts	ughness and reliability	leteness	equired when required	UNSATISFACTORY (1.00)	C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting Attendance for the six-month period shall be provided by the Ch	Rating	2.5	2.0	1.50	09:	
NAME : BAUTISTA, NINO P. DEPARTMENT : Business Developr	POOR (1.00)	A. WORK ATTITUDE (5.00): Abil	Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	B: QUALITY OF WORK / PERFOR quality work.	Considering the following fact	 Develops and implements new 	> Demonstrates accuracy, thoroughness and reliability	> Shows organization and completeness		POOR (.50)	C: PUNCTUALITY and ATTENDA Attendance for the six-month	Absences	0	1-10	11-20 21-30	31 or more	

MA. EVELYNE A. FRANCISCO Evaluator's Rating PRINTED NAME / Signature

POINT SCORE tional and personal relationships Always exhibit a high degree of teous to the general public and enthusiasm in the performance of assigned task. Always cour-OUTSTANDING (5.00 maintains harmonious, fincwith his supervisors and co-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 DATE: A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public. working relationship within the general public. Accomplishes assigned task with occasional X Establishes a very pleasant various work units and the supervision. relationship with various work SATISFACTORY (3.00 Usually maintains cordial Does work with minimum units and general public. Considering the following factors, indicate your rating (Poor to Outstanding) below: supervision. : DOMINGO, GEORGE S.
: Business Development Department - Sales Division Develops and implements new solutions, procedures and concepts. Uncooperative and difficult to deal with. Must be closely supervised to do the job. Demonstrates accuracy, thoroughness and reliability > Consistently delivers what is required when required > Shows organization and completeness tasks and does not produce co-employees. Consistently Has difficulty working with > Pays attention to details complains about assigned acceptable work outputs. quality work. DEPARTMENT

4.00

	8.50			·		8.50
						Equivalent Point Score:
Rating	2.5	2.0	1.50	1.00	.50	
<u>Tardiness/Undertime</u>	0	1-10	11-20	21-30	31 or more	
Rating	2.5	2.0	1.50	1.00	.50	
Absences	0	1-10	11-20	21-30	31 or more	

Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.

C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.

PRINTED NAME / Signature

EVA MARIEM. VICEDO Evaluator's Rating

POINT SCORE

OUTSTANDING (2.50)

VERY SATISFACTORY (2.00)

SATISFACTORY (1.50

UNSATISFACTORY (1.00.)

POOR (.50)

2.00

2.50

: PANELO, DANNY S.

POINT SCORE POINT SCORE 4.00 2.00 8.25 2.25 tional and personal relationships Always exhibit a high degree of enthusiasm in the performance teous to the general public and of assigned task. Always cour-OUTSTANDING (5.00) Equivalent Point Score: maintains harmonious, fincwith his supervisors and co-**OUTSTANDING (2.50)** 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 workers. C: PUNCTUALITY and ATTENDANCE (2.5): 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. A. WORK ATTITUDE (6.00); Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public. VERY SATISFACTORY (2.00) working relationship within the assigned task with occasional general public. Accomplishes X Establishes a very pleasant various work units and the Rating 2.0 1.50 50 2.5 supervision. relationship with various work SATISFACTORY (1.50) Tardiness/Undertime Does work with minimum Usually maintains cordial units and general public. 31 or more 21-30 11-20 1-10 Considering the following factors, indicate your rating (Poor to Outstanding) below: supervision. : Business Development Department - Sales Division Develops and implements new solutions, procedures and concepts. Uncooperative and difficult to UNSATISFACTORY (1.00) deal with. Must be closely supervised to do the job. Rating 2.0 1.50 1.00 > Demonstrates accuracy, thoroughness and reliability > Consistently delivers what is required when required > Shows organization and completeness tasks and does not produce Has difficulty working with co-employees. Consistently complains about assigned Pays attention to details acceptable work outputs. Absences 31 or more POOR (.50) 1-10 11-20 21-30 quality work. DEPARTMENT

MA. ZENAIDA R. QUIÑAHAN

Evaluator's Rating
PRINTED NAME / Signature

: VITOR OLIVER T.

POINT SCORE POINT SCORE 2.00 4.00 2.50 tional and personal relationships Always exhibit a high degree of teous to the general public and enthusiasm in the performance of assigned task. Always cour-OUTSTANDING (5.00) maintains harmonious, fincwith his supervisors and co-**OUTSTANDING (2.50)** 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 workers. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public. VERY SATISFACTORY (4.00 VERY SATISFACTORY (2.00) working relationship within the general public. Accomplishes assigned task with occasional X Establishes a very pleasant various work units and the Rating 2.0 1.50 1.00 .50 supervision. relationship with various work SATISFACTORY (3.00 SATISFACTORY (1.50) Tardiness/Undertime Does work with minimum Usually maintains cordial units and general public. 21-30 31 or more 1-10 11-20 Considering the following factors, indicate your rating ('Poor to Outstanding) below: supervision. Business Development Department - Sales Division C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Develops and implements new solutions, procedures and concepts. Uncooperative and difficult to UNSATISFACTORY (1.00) deal with. Must be closely supervised to do the job. Rating 2.0 1.50 1.00 > Demonstrates accuracy, thoroughness and reliability Consistently delivers what is required when required > Shows organization and completeness tasks and does not produce co-employees. Consistently Has difficulty working with complains about assigned Pays attention to details acceptable work outputs. POOR (1.00) 31 or more Absences POOR (.50) 1-10 11-20 21-30 quality work. DEPARTMENT

MA. ZENAIDA R. QUIÑAHAN Evaluator's Rating PRINTED NAME / Signature

8.50

Equivalent Point Score: