



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : **MARK T. LAPID**
 Chief Operating Officer

THRU : **Atty. Bumbo S. Cruz, Chief of Staff**

FROM : **The Manager, COPD**

SUBJECT : **Request for Rehiring of Job Order Personnel for the period October 1 to December 31,2021**

DATE : **September 28, 2021**

In view of the exigency need and satisfactory performance of job order personnel assigned at the Corporate Planning Department, may I respectfully rehiring of the following:

Name	Rate per day	Task	Remarks		
Gerardo S. Arcangel III	Php 1,132.03	<ul style="list-style-type: none"> Evaluates various project proposals and prepares letter to proponents Monitors progress on status of project's implementation Assists in performances monitoring and evaluation Performs other related tasks 	Month	No of Days	
				From	To
			October	22	11
			November	22	11
Margarita N. Flororita	Php 1,132.03	<ul style="list-style-type: none"> Evaluates various project proposals and prepares letter to proponents Co-monitors status of infra project proposal Receives and routes documents within the office Monitors and manages supplies of the department Performs other related tasks 	Month	No of Days	
				From	To
			October	22	-
			November	22	-
			December	22	-
			■ Change from 22 days to 11 days per month		
			Month	No of Days	
				From	To
			October	22	-
			November	22	-
			December	22	-
			■ No change in number of days		



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Hoping for your consideration, Sir.

Thank you.

FRANCIS RANDY J. HORTELANO
Department Manager

APPROVED BY:

MARK T. LAPID
Chief Operating Officer

TIEZA

Job Order Personnel – Supervisor's Rating Summary Sheet

July to September, 2021

Corporate Planning Department

Emp. No.	Name of Job Orders	Rate	A. WORK ATTITUDE (5%)		B. QUALITY OF WORK (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	Arcangel, Gerardo III S.		VS	3	VS	3					2.25	8.25
2	Flororita, Margarita N.		VS	4	VS	4					2.25	10.25


 JOSE T. BECAYDA, JR.

Division Manager

Monitoring and Evaluation Division


 FRANCIS RANDY J. HORTELANO

Department Manager

Corporate Planning Department

BEHAVIORAL (10%)

NAME : Gerardo S. Arcangel, III

DATE : _____

DEPARTMENT : Corporate Planning Department

POOR (1.00%)	UNSATISFACTORY (2.00%)	SATISFACTORY (3.00%)	VERYSATISFACTORY (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 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

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 quality work.

Considering the following factors, indicate your rating (Poor to Outstanding) below:

- 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.

POOR (1.00%)	UNSATISFACTORY (2.00%)	SATISFACTORY (3.00%)	VERYSATISFACTORY (4.00%)	OUTSTANDING (5.00%)	POINT SCORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3

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.

Absences	Rating	Tardiness/Undertime	Rating	
0	2.5	0	2.5	
1-10	2.0	1-10	2.0	
11-20	1.50	11-20	1.50	
21-30	1.00	21-30	1.00	
31 or more	.50	31 or more	.50	

Equivalent Point Score: 8.25

ATTY. Jose T. Bechayda, Jr.



Supervisor's Rating
PRINTED NAME / Signature

BEHAVIORAL (10%)

NAME : Gerardo S. Arcangel, III

DATE : _____

DEPARTMENT : Corporate Planning Department

POOR (1.00%)	UNSATISFACTORY (2.00%)	SATISFACTORY (3.00%)	VERYSATISFACTORY (4.00%)	OUTSTANDING (5.00%)	POINT SCORE	
<p>A. WORK ATTITUDE (5.00%): 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 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.		
<p>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 quality work.</p> <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. 						
<p>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.</p>						
<p>Absences</p> <p>Rating</p> <p>0 2.5</p> <p>1-10 2.0</p> <p>11-20 1.50</p> <p>21-30 1.00</p> <p>31 or more .50</p>		<p>Tardiness/Undertime</p> <p>Rating</p> <p>0 2.5</p> <p>1-10 2.0</p> <p>11-20 1.50</p> <p>21-30 1.00</p> <p>31 or more .50</p>				
<p>Equivalent Point Score: <u>8.25</u></p>						

Jose T. Bechayda, Jr.

Supervisor's Rating

PRINTED NAME / Signature

BEHAVIORAL (10%)

NAME : Margarita N. Flororia

DATE : 7th Sept. 2021

DEPARTMENT : Corporate Planning Department

POOR (1.00%)	UNSATISFACTORY (2.00%)	SATISFACTORY (3.00%)	VERYSATISFACTORY (4.00%)	OUTSTANDING (5.00%)	POINT SCORE
<p>A. WORK ATTITUDE (5.00%): 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 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.	<p>4</p>
<p>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 quality work.</p>					
<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. 					
<input type="checkbox"/> POOR (1.00%)	<input type="checkbox"/> UNSATISFACTORY (2.00%)	<input type="checkbox"/> SATISFACTORY (3.00%)	<input type="checkbox"/> VERYSATISFACTORY (4.00%)	<input type="checkbox"/> OUTSTANDING (5.00%)	<p>4</p>
<p>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.</p>					
<p>Absences</p> <p>Rating</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>Tardiness/Undertime</p> <p>Rating</p> <p>0 1-10 11-20 21-30 31 or more</p>		<p>2.25</p>	

Equivalent Point Score: 10.25

Francis Randy J. Hortelano

Supervisor's Rating
PRINTED NAME / Signature

BEHAVIORAL (10%)

NAME : Margarita N. Flororia

DATE : 7/28/2015

DEPARTMENT : Corporate Planning Department

POOR (1.00%)	UNSATISFACTORY (2.00%)	SATISFACTORY (3.00%)	VERYSATISFACTORY (4.00%)	OUTSTANDING (5.00%)	POINT SCORE
<p>A. WORK ATTITUDE (5.00%): 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 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
<p>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 quality work.</p>					
<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. 					
<input type="checkbox"/> POOR (1.00%)	<input type="checkbox"/> UNSATISFACTORY (2.00%)	<input type="checkbox"/> SATISFACTORY (3.00%)	<input type="checkbox"/> VERYSATISFACTORY (4.00%)	<input type="checkbox"/> OUTSTANDING (5.00%)	POINT SCORE
<p>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.</p>					
<p>Absences</p> <p>Rating</p> <p>0 2.5</p> <p>1-10 2.0</p> <p>11-20 1.50</p> <p>21-30 1.00</p> <p>31 or more .50</p>		<p>Tardiness/Undertime</p> <p>Rating</p> <p>0 2.5</p> <p>1-10 2.0</p> <p>11-20 1.50</p> <p>21-30 1.00</p> <p>31 or more .50</p>			
					2.25

Equivalent Point Score: 16.25

FRANCIS RANDY J. HORTELANO

Supervisor's Rating

PRINTED NAME / Signature