

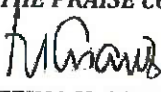


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Edsa Extension Bay Area
1302 Bay Area, Pasay City

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learning@tieza.gov.ph
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MEMORANDUM FOR THE PRAISE COMMITTEE

FROM : 
JOSEFINA U. SORIANO
PRAISE Committee Head Secretariat

DATE : 03 September 2020

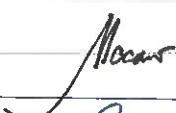



Based on the approved revised guidelines of the Authority's Program on Awards and Incentives for Service Excellence (PRAISE) effective 17 July 2019, **Ms. Sandra S. Lapuz** is entitled to **₱ 65,000.00** cash as compulsory retirement incentive chargeable against the PRAISE Budget:

Date of Appointment : 09 October 1978
Effective Date of Retirement : 05 April 2020
No. of Years : 41.486 years
IPCR Ratings : 4.990 (July - December 2019)
4.965 (January - April 04, 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)		SEPTEMBER 7, 2020
PRAISE Committee Member	NENITA R. MEDINA President TIEZA Employees Association (TEA)		9/7/2020
PRAISE Committee Member	ROSANNA M. OLGADO Manager Administrative Services Department		9/8/2020
PRAISE Committee Member	RODOLFO E. ANCHETA Manager Financial Services Department		
PRAISE Committee Member	FRANCIS RANDY J. HORTELANO Manager Corporate Planning Department		
PRAISE Committee Chairperson	ATTY. JOY M. BULAUTAN Assistant Chief Operating Officer Administration and Finance Sector		




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MEMORANDUM FOR THE PRAISE COMMITTEE



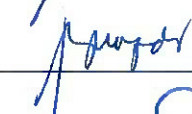
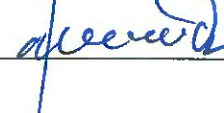


FROM : **JOSEFINA U. SORIANO**
: **PRAISE Committee Head Secretariat**
DATE : **03 September 2020**

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Attachments ☒ HR endorsement / certification of number of service years
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☒ Clearance

For your approval.

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PRAISE Committee Member	ROSANNA M. OLGADO Manager Administrative Services Department		9/8/2020
PRAISE Committee Member	RODOLFO E. ANCHETA Manager Financial Services Department		
PRAISE Committee Member	FRANCIS RANDY J. HORTELANO Manager Corporate Planning Department		
PRAISE Committee Chairperson	ATTY. JOY M. BULAUTAN Assistant Chief Operating Officer Administration and Finance Sector		



August 10, 2020

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 effective:

	Name	Date of Assumption	Effective Date of Separation	Number of Years in Service	
1.	Abenes, Florencio	03-26-79	02-06-20	40.861	years
2.	Lapuz, Sandra S.	10-09-78	04-05-20	41.486	"
3.	Sesma, Herminigilda A.	06-05-89	06-30-20	31.081	"
4.	Zuniga, Carmelita	02-01-82	03-15-20	38.122	"

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: LAPUZ SANDRA SAMSON (If married woman, SANDRA
(Surname) (Given Name) (Middle Name) SAMSON give also full maiden
name)
BIRTH: 04/04/1955 MANILA CITY 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	Date	Cause
10/09/1978	12/31/1978	BOOKKEEPER II	PERMANENT	7,152.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Original Appt.
01/01/1979	01/31/1979	BOOKKEEPER II	PERMANENT	7,992.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		SA DBM 09-13-79
02/01/1979	02/01/1979	ACCOUNTS ANALYST	PERMANENT	8,040.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Promotion
02/01/1979	04/30/1979	ACCOUNTS ANALYST	PERMANENT	9,660.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		SA DBM 09-13-79
05/01/1979	09/30/1979	ACCOUNTS ANALYST	PERMANENT	10,626.20/a	PHILIPPINE TOURISM AUTHORITY	0.000		LO1 #97
10/01/1979	12/31/1979	CORPORATE ACCOUNTANT	PERMANENT	13,946.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		CCC #2, LO1 #97
01/01/1980	09/30/1980	CORPORATE ACCOUNTANT	PERMANENT	14,532.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		SA DBM 03-04-80
10/01/1980	02/28/1981	CORPORATE ACCOUNTANT	PERMANENT	15,264.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		PD #985
03/01/1981	12/31/1983	CORPORATE ACCOUNTANT	PERMANENT	16,860.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		CCC #3, EO 668
01/01/1984	04/30/1984	CORPORATE ACCOUNTANT	PERMANENT	17,724.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		SA DBM 01-01-84
05/01/1984	12/31/1984	CORPORATE ACCOUNTANT	PERMANENT	19,584.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		CCC #3, EO 951-A
01/01/1985	12/31/1987	CORPORATE ACCOUNTANT	PERMANENT	21,542.40/a	PHILIPPINE TOURISM AUTHORITY	0.000		CCC #5, EO 1000
01/01/1988	05/31/1988	CORPORATE ACCOUNTANT	PERMANENT	23,696.64/a	PHILIPPINE TOURISM AUTHORITY	0.000		NCC #51

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 08/10/2020

Certified Correct:

JOSEFINA U. SORIANO

Manager, Human Resource Services Division, ADSD

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From	To	Designation	Status (1)	Salary (2)	Station/Place of Assignment	w/o Pay	(4)	
06/01/1988	06/30/1989	ACCOUNTING ANALYST	PERMANENT	24,881.47/a	PHILIPPINE TOURISM AUTHORITY	0.000	Promotion	
07/01/1989	05/31/1991	SR. CORPORATE ACCOUNTANT A	PERMANENT	68,040.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	RA 6758	
06/01/1991	12/31/1993	SR. CORPORATE ACCOUNTANT A	PERMANENT	68,712.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
01/01/1994	06/03/1994	SR. CORPORATE ACCOUNTANT A	PERMANENT	77,112.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NCC #72	
06/04/1994	12/31/1994	SR. CORPORATE ACCOUNTANT A	PERMANENT	77,808.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
01/01/1995	10/31/1995	SR. CORPORATE ACCOUNTANT A	PERMANENT	89,808.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NCC #74	
11/01/1995	12/31/1996	SR. CORPORATE ACCOUNTANT A	PERMANENT	114,744.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	SSL II	
01/01/1997	06/03/1997	SR. CORPORATE ACCOUNTANT A	PERMANENT	142,788.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #458, EO 389	
06/04/1997	10/31/1997	SR. CORPORATE ACCOUNTANT A	PERMANENT	145,296.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
11/01/1997	12/31/1999	SR. CORPORATE ACCOUNTANT A	PERMANENT	177,240.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	SSL FI	
01/01/2000	06/03/2000	SR. CORPORATE ACCOUNTANT A	PERMANENT	194,964.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #468, EO 219	
06/04/2000	06/30/2001	SR. CORPORATE ACCOUNTANT A	PERMANENT	199,836.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
07/01/2001	06/03/2003	SR. CORPORATE ACCOUNTANT A	PERMANENT	209,832.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #474, RA 9137	

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Manager, Human Resource Services Division, ADSD

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From	To	Designation	Status (1)	Salary (2)	Station/Place of Assignment	w/o Pay	Date	Cause
06/04/2003	06/03/2006	SR. CORPORATE ACCOUNTANT A	PERMANENT	215,064.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Step Increment
06/04/2006	06/30/2007	SR. CORPORATE ACCOUNTANT A	PERMANENT	220,452.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Step Increment
07/01/2007	06/30/2008	SR. CORPORATE ACCOUNTANT A	PERMANENT	242,496.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NBC #511, EO 611
07/01/2008	06/03/2009	SR. CORPORATE ACCOUNTANT A	PERMANENT	266,748.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NBC #516, EO 719
06/04/2009	06/30/2009	SR. CORPORATE ACCOUNTANT A	PERMANENT	273,408.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Step Increment
07/01/2009	02/21/2010	SR. CORPORATE ACCOUNTANT A	PERMANENT	306,588.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NBC #521, EO 811
02/22/2010	06/23/2010	SR. CORPORATE ACCOUNTANT A	PERMANENT	306,588.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		RA 9593 sec. 66
06/24/2010	05/31/2011	SR. CORPORATE ACCOUNTANT A	PERMANENT	339,780.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		NBC #524, EO 900
06/01/2011	05/31/2012	SR. CORPORATE ACCOUNTANT A	PERMANENT	372,960.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		NBC #530, EO 40
06/01/2012	08/04/2014	SR. CORPORATE ACCOUNTANT A	PERMANENT	406,152.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		NBC #540, EO #76
08/05/2014	12/31/2016	SR. FINANCIAL PLANNING SPECIALIST	PERMANENT	438,804.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		Reappointment
01/01/2017	08/04/2017	SR. FINANCIAL PLANNING SPECIALIST	PERMANENT	519,000.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		NBC # 568, EO 201
08/05/2017	12/31/2017	SR. FINANCIAL PLANNING SPECIALIST	PERMANENT	526,092.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		Step Increment

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Manager, Human Resource Services Division, ADSD

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From	To	Designation	Status (1)	Salary (2)	Station/Place of Assignment	w/o Pay	(4)	
01/01/2018	12/31/2018	SR. FINANCIAL PLANNING SPECIALIST	PERMANENT	572,904.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC # 572, EO 201	
01/01/2019	04/04/2020	SR. FINANCIAL PLANNING SPECIALIST	PERMANENT	623,868.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	CBC # 23, EO 201	
04/05/2020	04/05/2020	SR. FINANCIAL PLANNING SPECIALIST	PERMANENT	623,868.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	COMPULSORY RETIREMENT	
*****NOTHING FOLLOWS*****								

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Certified Correct:


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

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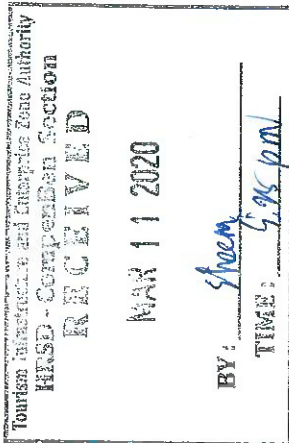


TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Individual Performance Commitment and Review (IPCR)




I, **SANDRA S. LAPUZ**, of the

FINANCIAL SERVICES DEPARTMENT, ACCOUNTING DIVISION, 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 2019.

Sandra S. Lapuz
SANDRA S. LAPUZ
Ratee
Date: July 10, 2019



Reviewed by		Date	Approved by		Date					
	<div>LEONILA G. DE PERALTA</div> <div>Manager, Accounting Division</div>	July 10, 2019		<div>RODOLFO E. ANCHETA</div> <div>Manager, Financial Services Department</div>	July 10, 2019					
STRATEGIC OBJECTIVES/ FUNCTIONS		SUCCESS INDICATOR		Actual Accomplishments		RATING				Remarks
						Q1	E2	T3	A4	
Posting of certified DVs to the Disbursement Voucher System	CORE	100% of certified disbursement vouchers posted to the Disbursement Voucher System within 1 CD		Posted all certified disbursement vouchers below 1 hr with no mistake			5.000	5.000	5.000	
	Preparation, Encoding of Journal Entry Voucher to Engas System. (Individual)	100% of the journal entries approved by the Div Mgr within 17 CD of the succeeding month (Individual)		Approved by Div Mgr within 15 days upon 1st submission						
Preparation, Encoding of Journal Entry Voucher to Engas System (as SFPS)		100% of the journal entry approved by the Div Mgr within 1 CD upon 2nd submission with major changes		Approved by Div Mgr within 4 hrs below upon 1st submission		5.000		5.000	5.000	
	Preparation of Quarterly Ageing Reports of Cash Advance, Advances to Contractors and Due from LGUs (Individual)	Quarterly Ageing Report reviewed and initialed by the Div Mgr within 20 CD upon 2nd submission with major changes		Reviewed and initialed by the Div Mgr within 18 CD upon 1st submission with minimal changes		5.000		5.000	5.000	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Memorandum and Statement of Accounts	Memorandum and Statement of Account reviewed and initiated by the Div Mgr within 1CD upon 2nd submission with major changes	Reviewed and Initiated within 4 hours below upon 1st submission	5.000		5.000	5.000	
Filing of Reports (Liquidation Vouchers & Disbursement Vouchers)	Endorsed to COA the approved liquidation vouchers and issued JEVs within the 30th of the succeeding month noted by the Div. Manager upon 2nd submission with major changes	Endorsed to COA within 15 CD and noted upon 1st submission	5.000		4.833	4.916	
Preparation of Accomplishment Report	Quarterly Accomplishment Report certified by the Div Mgr 6th of the succeeding month upon 2nd submission with major changes	Submitted earlier than the 5th of each month and certified upon 1st submission	5.000		5.000	5.000	
Monitoring of LGUs, NGAs and NGO and PO's transfer of funds	LGU, NGA NGO and PO's Transfer of Funds monitored	Submitted on the 1st week off the quarter and initiated upon the 1st submission	5.000		5.000	5.000	
FINAL AVERAGE RATING						4.990	
Comments and Recommendations for Development Purposes							
Recommended to attend COA seminars for updates							
Discussed with	Date	Assessed by	Date	Final Ranking by		Date	
	2/26/2020	I certify that I discussed my assessment of the performance with the employees.					
 SANDRA S. LAPUZ Senior Financial Planning Specialist		 LEONILA G. DEPERALTA Manager, Accounting Division		 RODOLFO B. ANCHETA Manager, Financial Services Department			

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



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

I, **SANDRA S. LAPUZ**, of the **FINANCIAL SERVICES DEPARTMENT, ACCOUNTING DIVISION**, 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 April 2020**.

Sandra S. Lapuz
SANDRA S. LAPUZ
Ratee
Date: April 04, 2020

Reviewed by	Date	Approved by	Date				
<div>LEONILA G. DE PERALTA Manager, Accounting Division</div>	April 04, 2020	<div>RODOLFO E. ANCHETA Manager, Financial Services Department</div>	April 04, 2020				
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
CORE			Q1	Q2	Q3	Avg	
Posting of certified DVs to the Disbursement Voucher System	100% of certified disbursement vouchers Disbursement voucher system within 1WD. posted to the Disbursement voucher System within 1 WD		5.000		5.000	5.000	
Preparation, Encoding of Journal Entry Voucher to Engas System	100% of the journal entry approved by the Division Manager within 17 CD of the succeeding month (Individual)		5.000		5.000	5.000	
	100% of the journal entry approved by the Division Manager within 1 CD upon 2nd submission with major changes (SFPS)		5.000		4.800	4.950	
Preparation of Quarterly Ageing Reports of Cash Advance, Advances to Contractors and Due from LGUs	Quarterly Ageing Report reviewed and initialed within 20 CD upon 2nd submission with major changes (Individual)		5.000		5.000	5.000	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	Q2	Q3	Avg	
	Quarterly Ageing Report reviewed and initialed within 1 WD below after submission (as SFPS)		5.000		5.000	5.000	
Memorandum and Statement of Accounts	Memorandum and Statement of Account reviewed and initialed by the Division manager within 1CD upon 2nd submission with major changes						
Filing of Reports (Liquidation Vouchers & Disbursement Vouchers)	Endorsed to COA the approved liquidation vouchers and issued JEVs within the 30th of the succeeding month noted by the Div. Manager upon 2nd submission with major changes		5.000		5.000	5.000	
Preparation of Accomplishment Report	Quarterly Accomplishment Report submitted to the DivM 6th of the succeeding month upon 2nd submission with major changes		5.000		5.000	5.000	
FINAL AVERAGE RATING						4.965	
Comments and Recommendations for Development Purposes							
Discussed with	Date	Assessed by	Date	Final Ranking by	Date		
		I certify that I discussed my assessment of the performance with the employees.					
<i>Sandra S. Lapuz</i> SANDRA S. LAPUZ Senior Financial Planning Specialist		<i>GNP</i> LEONILA G. DE PERALTA Manager, Accounting Division		<i>Rodolfo Ancheta</i> RODOLFO E. ANCHETA Manager, Financial Services Department			

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



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January 24, 2020

(Date)

CLEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that **#0426 SANDRA S. LAPUZ** stationed at the **Financial Services 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 **Compulsory Retirement** at the close of business hours on **April 04, 2020**.

1. **LEONILA G. DE PERALTA**
Immediate Supervisor

2. **RODOLFO E. ANCHETA**
Department Manager

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

4. **AL CONRAD B. ESPALDON**
OIC, Legal Department

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

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

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

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

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

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

Recommending Approval:

Sector Head

JOY M. BULAUTAN
ACOO for 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.

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