



**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  
1302 Bay Area, Pasay City

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

**MEMORANDUM FOR THE PRAISE COMMITTEE**

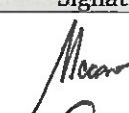
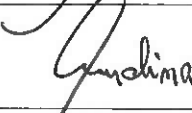
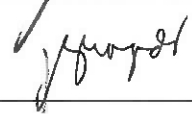
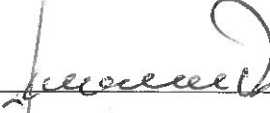
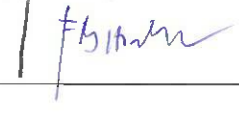
FROM :  **JOSEFINA U. SORIANO**  
: **PRAISE Committee Head Secretariat**  
DATE : 01 December 2020

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

Date of Appointment : 01 February 1982  
Effective Date of Retirement : 16 March 2020  
No. of Years : 38.122 years  
IPCR Ratings : 4.400 (January – June 2019 )  
4.833 (July – December 2019)\*

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	<b>MARY ANN C. CANO</b> Vice President for Internal Affairs TIEZA Employees Association (TEA)		12/1/2020
PRAISE Committee Member	<b>NENITA R. MEDINA</b> President TIEZA Employees Association (TEA)		
PRAISE Committee Member	<b>ROSANNA M. OLGADO</b> Manager Administrative Services Department		
PRAISE Committee Member	<b>RODOLFO E. ANCHETA</b> Manager Financial Services Department		
PRAISE Committee Member	<b>FRANCIS RANDY J. HORTELANO</b> Manager Corporate Planning Department		12/15/2020
PRAISE Committee Chairperson	<b>ATTY. JOY M. BULAITAN</b> Assistant Chief Operating Officer Administration and Finance Sector		

\*TIEZA-SPMS policy: Performance evaluation shall be done semi-annually. However, if there is a need for shorter or longer period, the *minimum* appraisal period is the least ninety (90) calendar days or three (3) months while the maximum is not longer than one (1) calendar year.



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PRAISE Committee Head Secretariat

DATE : 01 December 2020

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	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)</b>	Effectivity Date	JUL 17 2010
		Revision Level	3
	<b>HR POLICIES &amp; GUIDELINES</b>	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 <sup>th</sup> year
		₱ 2,000.00 every year thereafter
Forty (40) years or more of PTA/TIEZA service.		₱ 15,000.00 cash award on the 40 <sup>th</sup> 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	

	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)</b>	Effectivity Date	<b>JUL 17 2019</b>
		Revision Level	3
	<b>HR POLICIES &amp; GUIDELINES</b>	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**

- 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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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: ZUÑIGA CARMELITA BIGLETE (If married woman, give also full  
(Surname) (Given Name) (Middle Name) maiden name)

BIRTH: 10/10/1957 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	(4) Date Cause
02/01/1982	12/31/1983	RESEARCH ASSISTANT	PERMANENT	11,904.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Original appointment
01/01/1984	01/31/1984	RESEARCH ASSISTANT	PERMANENT	12,516.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	SA/DBM 01-01-84
02/01/1984	04/30/1984	SR. CORPORATE PLANNING ANALYST	PERMANENT	17,724.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Promotion
05/01/1984	12/31/1984	SR. CORPORATE PLANNING ANALYST	PERMANENT	19,584.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	CCC# 3, EO 951-A
01/01/1985	12/31/1987	SR. CORPORATE PLANNING ANALYST	PERMANENT	21,624.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	CCC# 5, EO 1000
01/01/1988	06/30/1989	SR. CORPORATE PLANNING ANALYST	PERMANENT	23,786.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NCC# 51
07/01/1989	12/31/1989	SR. CORPORATE PLANNING ANALYST	PERMANENT	57,432.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	RA 6758
01/01/1990	01/31/1990	SR. CORPORATE PLANNING ANALYST	PERMANENT	58,008.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	CSC/DBM Cir. 1, s. 90
02/01/1990	02/01/1993	SR. CORPORATE PLANNING ANALYST	PERMANENT	58,596.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment
02/02/1993	12/31/1993	SR. CORPORATE PLANNING ANALYST	PERMANENT	59,184.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment
01/01/1994	12/31/1994	SR. CORPORATE PLANNING ANALYST	PERMANENT	67,584.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NCC# 72
01/01/1995	10/31/1995	SR. CORPORATE PLANNING ANALYST	PERMANENT	79,584.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NCC# 74
11/01/1995	02/01/1996	SR. CORPORATE PLANNING ANALYST	PERMANENT	103,032.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	SSL II

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*  
**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) Date	Cause
02/02/1996	05/06/1996	SR. CORPORATE PLANNING ANALYST	PERMANENT	104,628.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Step Increment
05/07/1996	12/31/1996	SR. PROJECT PLANNING AND DEVELOPMENT OFFICER	PERMANENT	111,288.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Promotion
01/01/1997	10/31/1997	SR. PROJECT PLANNING AND DEVELOPMENT OFFICER	PERMANENT	137,940.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NBC# 458, EO 389
11/01/1997	05/06/1999	SR. PROJECT PLANNING AND DEVELOPMENT OFFICER	PERMANENT	164,580.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		SSL- Full Implementation
05/07/1999	12/31/1999	SR. PROJECT PLANNING AND DEVELOPMENT OFFICER	PERMANENT	168,696.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Step Increment
01/01/2000	06/30/2001	SR. PROJECT PLANNING AND DEVELOPMENT OFFICER	PERMANENT	185,568.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NBC# 468, EO 219
07/01/2001	07/31/2001	SR. PROJECT PLANNING AND DEVELOPMENT OFFICER	PERMANENT	194,844.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NBC# 474, RA 9137
08/01/2001	07/31/2004	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	201,504.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Promotion
08/01/2004	06/30/2007	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	206,532.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Step Increment
07/01/2007	07/31/2007	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	227,184.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NBC# 511, EO #611
08/01/2007	06/30/2008	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	232,860.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Step Increment
07/01/2008	06/30/2009	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	256,152.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NBC #516, EO #719
07/01/2009	02/21/2010	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	295,932.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NBC #521, EO #811

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From	To	Designation	Status (1)	Salary (2)	Station/Place of Assignment		(4)	
							Date	Cause
02/22/2010	06/23/2010	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	295,932.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	RA 9593 sec. 66	
06/24/2010	07/31/2010	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	335,725.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC #524, EO #900	
08/01/2010	05/31/2011	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	341,208.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Step Increment	
06/01/2011	05/31/2012	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	380,532.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC #530, EO #40	
06/01/2012	07/31/2013	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	419,856.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC #540, EO #76	
08/01/2013	08/04/2014	SR. CORPORATE PLANNING SPECIALIST	PERMANENT	424,476.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Step Increment	
08/05/2014	12/31/2016	CORPORATE PLANNING CHIEF	PERMANENT	511,824.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Reappointment	
01/01/2017	08/04/2017	CORPORATE PLANNING CHIEF	PERMANENT	633,396.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC # 568, EO 201	
08/05/2017	12/31/2017	CORPORATE PLANNING CHIEF	PERMANENT	642,036.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Step Increment	
01/01/2018	12/31/2018	CORPORATE PLANNING CHIEF	PERMANENT	715,164.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC # 572, EO 201	
01/01/2019	03/15/2020	CORPORATE PLANNING CHIEF	PERMANENT	796,620.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	CBC # 23, EO 201	
03/16/2020	03/16/2020	CORPORATE PLANNING CHIEF	PERMANENT	796,620.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Optional Retirement	
*****NOTHING FOLLOWS*****								

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

I, **CARMELITA B. ZUÑIGA**, of the **STRATEGIC PLANNING DIVISION**, of **CORPORATE PLANNING 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 2019

*Carmelita B. Zuniga*  
**CARMELITA B. ZUNIGA**  
 Ratee  
 Date: \_\_\_\_\_

Reviewed by	Date	Approved by	Date				
<div>ANNA LEAH R. BAYOT Manager, Strategic Planning Division</div>		<div>ATTY. IVAN V. ASETRE Officer-in-Charge, Corporate Planning Department</div>					
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				
			Q1E2T3A4				
OUTPUT 1 CORE Research & Analysis	1. 1 Relevant articles submitted and acted upon by Division Manager within 3 hours from submission performed with 100% accuracy	1. 1 Relevant articles submitted and acted upon by Division Manager within an hour or less from submission performed with 100% accuracy	5	5	5	5	Monitoring Form
OUTPUT 2 Special Project / Project Evaluation	3.1 Project Profile and Assessment submitted to the Division Manager within 5 working days from receipt of task, 3-4 errors in content or 5-6 lapses in grammar	3.1 Project Profile and Assessment submitted to the Division Manager within 3 working day from receipt of task, no error in content or 1-2 lapses in grammar	4		5	4.5	Certification
SUPPORT  OUTPUT 3 Preparation of reports, minutes of meetings, correspondences and memos relative to tasks	3.1 Draft memos/letters/minutes of meeting submitted and acted upon by Division Manager within 1.5 hours from submission, 3-4 errors in content or 5-6 lapses in grammar	3.1 Draft memos/letters/minutes of meeting submitted and acted upon by Division Manager within 1 hour and 30 minutes, no error in content or 1-2 lapses in grammar	4		5	4.5	Certification



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

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	Remarks			
3.2 Draft reportorial requirements pertaining to GCG, DBM and DOT submitted and acted upon by Division Manager within 5 working days from submission, 3-4 errors in content or 5-6 lapses in grammar	3.2 Draft reportorial requirements pertaining to GCG, DBM and DOT submitted and acted upon by Division Manager within 2 working days or less from submission, 1-2 errors in content or 3-4 lapses in grammar	4	4	4	4	Certification
3.3 Draft minutes of MANCOM Meetings submitted and acted upon by Head Secretariat within 5 working days from submission, 3-4 errors in content or 5-6 lapses in grammar	3.3 Draft minutes of MANCOM Meetings submitted and acted upon by Head Secretariat within 2 working days or less from submission, 1-2 errors in content or 3-4 lapses in grammar	4	4	4	4	Certification
<b>FINAL AVERAGE RATING</b> <b>Comments and Recommendations for Development Purposes</b> <i>Ms. Zuniga continues to exhibit her capability in technical writing. She is willing to learn and adapt to the IT technology despite her age. We agree to work on critical thinking and analysis of plans, programs &amp; the execution of the same.</i>						
Discussed with	Date	Assessed by	Date		Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the employee.				
 <b>CARMELITA B. ZUNIGA</b> Corplan Chief		 <b>ANNA LEAH R. BAYOT</b> Manager, Strategic Planning Division		 <b>ATTY. IVAN ASETRE</b> OIC, Corplan Dept.		

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

**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
**CORPORATE PLANNING DEPARTMENT**  
 Strategic Planning Division  
**PERFORMANCE RATING MATRIX for January to June 2019**


Measures	INDIVIDUAL Success Indicator	Quality	Timeliness
<b>CORE FUNCTION</b> Research and Analyses; Formulation of Plans and Programs	Relevant articles submitted and acted upon by Division Manager within 3 hours from submission performed with 100% accuracy	5-performed with 100% accuracy  1- haphazard or careless execution; unacceptable result	5 - within 2 hours or less 4 - within 2 hours and 59 minutes 3 - on the 3rd hour 2 - within 3 hours to 4 hours 1 - beyond 4 hours
<b>Special Project : Project Evaluation</b>	Project Profile & Assessment acted upon by Division Manager within 5 working days from submission of task, 3-4 errors in content or 5-6 lapses in grammar	5-no error in content or 1-2 lapses in grammar 4-1-2errors in content or 3-4 lapses in grammar 3-3-4 errors in content or 5-6 lapses in grammar 2-5-6 errors in content or 6-7 lapses in grammar 1-7-8 errors in content or 8-9 lapses in grammar	5 - within 3 working day 4 - within 4 working days 3 - within 5 working days 2 - within 6 working days 1 - beyond 6 working days

<b>SUPPORT FUNCTION</b>	Draft memos/ letters/minutes of meetings acted upon by Division Manager within 1.5 hours from receipt, 3-4 errors in content or 5-6 lapses in grammar	5-no error in content or 1-2 lapses in grammar 4-1-2errors in content or 3-4 lapses in grammar 3-3-4 errors in content or 5-6 lapses in grammar 2-5-6 errors in content or 6-7 lapses in grammar 1-7-8 errors in content or 8-9 lapses in grammar	5 - within 1 hour or less 4 - within 1 hour and 29 minutes 3 - on the 1.5 hour 2 - on the 1 hour and 31 minutes 1 - beyond 1 hour and 32 minutes
	Draft MANCOM Minutes of Meeting submitted to Department Manager within 5 working days from conduct of meeting, 3-4 errors in content or 5-6 lapses in grammar	5-no error in content or 1-2 lapses in grammar 4-1-2errors in content or 3-4 lapses in grammar 3-3-4 errors in content or 5-6 lapses in grammar 2-5-6 errors in content or 6-7 lapses in grammar 1-7-8 errors in content or 8-9 lapses in grammar	5 - within 3 working day 4 - within 4 working days 3 - within 5 working days 2 - within 6 working days 1 - beyond 6 working days
	Draft reportorial requirements pertaining to GCG, DBM and DOT submitted and acted upon by Division Manager within 5 working days from receipt, 3-4 errors in content or 5-6 lapses in grammar	5-no error in content or 1-2 lapses in grammar 4-1-2errors in content or 3-4 lapses in grammar 3-3-4 errors in content or 5-6 lapses in grammar 2-5-6 errors in content or 6-7 lapses in grammar 1-7-8 errors in content or 8-9 lapses in grammar	5 - within 1 working day 4 - within 2 working days 3 - within 3 working days 2 - within 4 working days 1 - beyond 5 working days


I agree to be rated in accordance with the indicated measures and standards set for my performance for the period January to June 2018.

  
**CARMELITA B. ZUNIGA**  
 Corporate Planning Chief

I certify that I have discussed the indicated measures and standards set with the employee.

  
**ANNA LEAH R. BAYOT**  
 Manager, Strategic Planning Division

I certify that I have reviewed and approved the indicated measures and standards set with the employee.

  
**ATTY. IVAN ASETRE**  
 OIC-Corporate Planning Department

**PERFORMANCE MONITORING FORM**  
Corporate Planning Department  
Strategic Planning Division

EMPLOYEE'S NAME: CARMELITA B. ZUNIGA

<input checked="" type="checkbox"/> Newspapers <input type="checkbox"/> Harvard Business Review			TASK: Relevant articles submitted and acted upon by Division Manager within 3 hours from submission					
			5 - within 1 hour 4 - within 1 hour and 1 minute to 2 hours 3 - within 2 hours and 1 minute to 3 hours 2 - within 3 hours and 1 minute to 4 hours 1 - beyond 4 hours					
MONTH: April 2019			MONTH: May 2019			MONTH: June 2019		
DATE	TIME DISTRIBUTED	TIME ACCOMPLISHED	DATE	TIME DISTRIBUTED	TIME ACCOMPLISHED	DATE	TIME DISTRIBUTED	TIME ACCOMPLISHED
1	8:40 AM	9:30 AM	1	Holiday		1	Saturday	
2	9:10 AM	9:40 AM	2	8:40 AM	9:30 AM	2	Sunday	
3	8:55 AM	9:30 AM	3	9:10 AM	9:40 AM	3	8:40 AM	9:30 AM
4	8:30 AM	9:10 AM	4	Saturday		4	Holiday	
5	9:20 AM	9:25 AM	5	Sunday		5	Holiday	
6	Saturday		6	8:55 AM	9:30 AM	6	8:30 AM	9:10 AM
7	Sunday		7	9:10 AM	9:40 AM	7	8:55 AM	9:30 AM
8	9:10 AM	10:00 AM	8	9:10 AM	9:40 AM	8	Saturday	
9	Holiday		9	9:20 AM	9:25 AM	9	Sunday	
10	8:40 AM	9:30 AM	10	8:30 AM	9:10 AM	10	9:10 AM	10:00 AM
11	8:30 AM	9:10 AM	11	Saturday		11	8:40 AM	9:30 AM
12	8:55 AM	9:30 AM	12	Sunday		12	Holiday	
13	Saturday		13	Holiday		13	9:20 AM	9:25 AM
14	Sunday		14	9:10 AM	10:00 AM	14	8:55 AM	9:30 AM
15	9:10 AM	10:00 AM	15			15	Saturday	
16	8:30 AM	9:10 AM	16	8:55 AM	9:30 AM	16	Sunday	
17	8:55 AM	9:30 AM	17	9:10 AM	9:40 AM	17	9:10 AM	10:00 AM
18	Holiday		18	Saturday		18	8:40 AM	9:30 AM
19	Holiday		19	Sunday		19	8:40 AM	9:30 AM
20	Saturday		20	9:10 AM	10:00 AM	20	8:30 AM	9:10 AM
21	Sunday		21	9:10 AM	10:00 AM	21	8:55 AM	9:30 AM
22	9:10 AM	10:00 AM	22	9:10 AM	9:40 AM	22	Saturday	
23	9:20 AM	9:25 AM	23	8:40 AM	9:30 AM	23	Sunday	
24	8:30 AM	9:10 AM	24	8:55 AM	9:30 AM	24	9:10 AM	10:00 AM
25	9:20 AM	9:25 AM	25	Saturday		25	9:10 AM	10:00 AM
26	8:30 AM	9:10 AM	26	Sunday		26	8:30 AM	9:10 AM
27	Saturday		27	9:10 AM	10:00 AM	27	8:55 AM	9:30 AM
28	Sunday		28	9:10 AM	10:00 AM	28	9:00 AM	9:30 AM
29	9:10 AM	10:00 AM	29	9:10 AM	9:40 AM	29	Saturday	
30	9:00 AM	9:30 AM	30	9:00 AM	9:30 AM	30	Sunday	
31			31	9:00 AM	9:30 AM	31		

I hereby attest to the veracity and truthfulness of the foregoing data:

  
**ANNA LEAH R. BAYOT**  
 Manager, Strategic Planning Division



## CERTIFICATION

This certifies that **MS. CARMELITA B. ZUNIGA** prepared the following minutes, reports, memos, communications/correspondences during the first half of 2019 and were accordingly acted upon by **MS. ANNA LEAH R. BAYOT, Manager**, Strategic Planning Division (within an average of one hour & 29 mins from submission), with no error in content &/or 1-2 lapses in grammar.

### Documented / Prepared Minutes of:

- MANCOM Meeting (February 27, 2019)
- MANCOM Meeting (March 27)
- MANCOM Meeting (May 27)
- 2019 Balanced Scorecard (March 15)

### Provided Draft Reports/ Inputs on :

- 2018 TIEZA Major Accomplishments (April 3)
- 2018 Year-End Report (April 5)
- PDP's 2017-2022 NEDA Inputs on TIEZA (June 21)
- SWOT Analysis and Interested Parties (April 12)
- 10<sup>th</sup> Anniversary of Tourism Act 9593 (May 6)

### Prepared Memos/Communications on:

- Infrastructure Project Proposals – LGU-initiated Projects
  - a. Besao, Mt. Province (January 17)
  - b. Panglao, Bohol (January 11)
  - c. Sal-lapadan, Abra (January 31) (April 10)
  - d. Bauko, Mt. Province (June 4)
  - e. Paradores, Spain (January 21)
  - f. Balabac, Palawan (February 11)
  - g. Aborlan, Palawan (March 6)
  - h. Badiangan, Iloilo (March 5)
  - i. 2<sup>nd</sup> /District, Leyte (April 11)
  - j. Baybay City, Leyte (April 11)
  - k. Cebu Compania Maritima (May 3)
  - l. Bohol Coastline (April 15)
- NEDA – Inputs to Chapter 7 (January 9)
- Congressional Committee Report No. 1053 (February 21)
- Recommendation for Corplan Analyst Item
- Turnover of Office Vehicle and Cellphone (January 4)
- Job Order Renewal (January 3)
- Review of Data Sharing Agreement (January 16)
- Justification on GCG Validation Results of 2018 Scorecard (January 18)
- Cancellation of Accountabilities (January 22)

Copy of afore-cited documents is available on file at the Corporate Planning Department.

I hereby attest to the veracity and truthfulness of the said data.

*Anna Leah R. Bayot*  
Manager, Strategic Planning Division

### SUMMARY OF PROJECT PROFILES

<u>PROJECT PROPOSAL</u>	<u>PROPONENT</u>	<u>SCORE</u>
Panglao, Bohol	Mayor Leonila Paredes- Montera Panglao, Bohol (January 11)	4.5
Nini Hot Spring Restrooms and Viewdeck	Mayor Nenita Mustard-Cardenas Sal-lapadan, Abra (January 31 and April 10)	4.5
Ladladegan Viewdeck	Mayor Johson Bantog III Besao, Mt. Province (January 17 & 31)	4.5
Paradores Tourism Complex	Ricardo Barcelona (January 21) Paradores, Spain	4.5
Floating Docks Candaraman and Onuk Islands	Regional Director Danilo B. Intong (February 11) Balabac, Palawan	4.5
Talakaigan River System	Gov. Jose C. Alvarez (March 6) Aborlan, Palawan	4.5
Tina-Sariri & Calbayog Roads	Mayor Serafin Villa, Jr. (March 5) Badian, Iloilo City	4.5
Various Tourism Projects	Cong. Henry C. Ong (April 11) 2 <sup>nd</sup> District of Leyte	4.5
Tourism Center with Restrooms	Cong. Jose Carlos I. Cari (April 11) Baybay City, Leyte	4.5
Compania Maritima Restoration	Bob D. Gothang (May 3) Sugbu Chinese Heritage Museum Foundation Cebu City	4.5
Panglao Coastline Rehabilitation	Adoracion Navarro – NEDA (April 15)	4.5
		4.5

Submitted By:



Carmelita B. Zuniga

Copy of afore-cited documents is available on file at the Corporate Planning Department.

I hereby attest to the veracity and truthfulness of the said data.



ANNA LEAH R. BAYOT  
Manager, Strategic Planning Division  
Corporate Planning Department

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

I, **CARMELITA B. ZUNIGA**, of the **STRATEGIC PLANNING DIVISION**, of **CORPORATE PLANNING 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 - December 2019**

*asf*  
**CARMELITA B. ZUNIGA**

Ratee

Date: \_\_\_\_\_

Reviewed by:		Date:	Approved by		Date:		
<i>Anna Leah R. Bayot</i> <b>ANNA LEAH R. BAYOT</b> Manager, Strategic Planning Division			<i>Atty. Ivy V. Asetre</i> <b>ATTY. IVY V. ASETRE</b> OIC, Corporate Planning Department				
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
<b>CORE</b> <b>OUTPUT 1</b> Research & Analyses; formulation of plans and programs	1. 1 Relevant articles submitted to the Division Manager within 4 hours from receipt of article performed with 100% accuracy	Relevant articles submitted and acted upon by the Division Manager within 1 hour from submission performed with 100% accuracy	5.000		5.000	5.000	Ms. Zuniga submitted articles within an hour. Task is performed with 100% accuracy and acted upon by the undersigned DivM who attests for the veracity of this statement.
<b>OUTPUT 2</b> <b>SPECIAL PROJECT:</b> Project Evaluation	2.1 Project Profile submitted to the Division Manager within 7 days from receipt of task, 3-4 errors in content, 5-6 lapses in grammar	Project Profile submitted to the Division Manager within 5 days from receipt of task, no error in content, 1-2 lapses in grammar	5.000		5.000	5.000	Project Profiles Filed and Available for Verification

1 of 2



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

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
<b>OUTPUT 3</b>	3.1 Draft memorandum/letter/minutes submitted to the Division Manager within 3 days from receipt of tasks, 3-4 errors in content or 5-6 lapses in grammar	Draft memorandum/ letter/minutes submitted and acted upon by Division Manager within 2 days from receipt of tasks, with no error in content or 1-2 lapses in grammar	5.000		4.000	4.500	Memoranda/letters/m inutes Filed and Available for Verification
<b>FINAL AVERAGE RATING</b>						<b>4.833</b>	
<b>Comments and Recommendations for Development Purposes</b>							
Ms. Zuniga continued to be dependable in performing technical writing tasks. This is of great value especially in submissions to different agencies. We agree to work on improving her mentoring and coaching skills to prepare her peers and the division for her retirement.							
Discussed with	Date	Assessed by	Final Ranking by			Date	
		I certify that I have discussed my assessment of the performance with the employee.					
<i>asf</i> <b>CARMELITA B. ZUNIGA</b>		<i>Anna Leah R. Bayot</i> <b>ANNA LEAH R. BAYOT</b>	<i>Atty. Ivy V. Asetre</i> <b>ATTY. IVY V. ASETRE</b>				

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

2 of 2



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**  
**CORPORATE PLANNING DEPARTMENT**  
 Strategic Planning Division  
**PERFORMANCE RATING MATRIX for July to December 2019**

Measures	INDIVIDUAL Success Indicator	Quality	Timeliness
<b>CORE FUNCTION</b> Research and Analyses; Formulation of Plans and Programs	Relevant articles submitted and acted upon by Division Manager within 3 hours from submission performed with 100% accuracy	5-performed with 100% accuracy 1- haphazard or careless execution; unacceptable result	5 - within 2 hours or less 4 - within 2 hours and 59 minutes 3 - on the 3rd hour 2 - within 3 hours to 4 hours 1 - beyond 4 hours
<b>Special Project : Project Evaluation</b>	Project Profile submitted to the Division Manager within 7 days from receipt of task, 3-4 errors in content, 5-6 lapses in grammar	5-no error in content or 1-2 lapses in grammar 4-1-2errors in content or 3-4 lapses in grammar 3-3-4 errors in content or 5-6 lapses in grammar 2-5-6 errors in content or 6-7 lapses in grammar 1-7-8 errors in content or 8-9 lapses in grammar	5 - within 1 to 5 days 4 - on the 6th day 3 - on the 7th day 2 - on the 8th day 1 - beyond 8 days
<b>SUPPORT FUNCTION</b>	Draft memorandum/letter/minutes submitted to the Division Manager within 3 days from receipt of tasks, 3-4 errors in content or 5-6 lapses in grammar	5-no error in content or 1-2 lapses in grammar 4-1-2errors in content or 3-4 lapses in grammar 3-3-4 errors in content or 5-6 lapses in grammar 2-5-6 errors in content or 6-7 lapses in grammar 1-7-8 errors in content or 8-9 lapses in grammar	5 - within 1 working day 4 - within 2 working days 3 - within 3 working days 2 - within 4 working days 1 - beyond 5 working days

I agree to be rated in accordance with the indicated measures and standards set for my performance for the period July to December 2019.

  
**CARMELITA B. ZUNIGA**  
 Corporate Planning Chief

I certify that I have discussed the indicated measures and standards set with the employee.

  
**ANNA LEAH R. BAYOT**  
 Manager, Strategic Planning Division

I certify that I have reviewed and approved the indicated measures and standards set with the employee.

  
**ATTY. IVY N. ASETRE**  
 OIC-Corporate Planning Department



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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

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

**June 01, 2020**

(Date)

**CLEARANCE**

**TO WHOM IT MAY CONCERN:**

This is to certify that **#0060 CARMELITA B. ZUÑIGA** stationed at the **Corporate Planning 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 **March 15, 2020**.

- |  |  |
|--|--|
| 1.<br><b>ANNA LEAH R. BAYOT</b><br>Immediate Supervisor                  | 2.<br><b>IVY V. ASETRE</b><br>Department Manager                     |
| 3.<br><b>ROSANNA M. OLGADO</b><br>Manager, Administrative Services Dept. | 4.<br><b>AL CONRAD B. ESPALDON</b><br>OIC, Legal Department          |
| 5.<br><b>RODOLFO L. ANCHETA</b><br>Manager, Financial Services Dept.     | 6.<br><b>ANA RUTH L. MATEO</b><br>Manager, General Services Division |
| a.<br><b>MYRNA A. SUAREZ</b><br>Manager, Treasury Division               | b.<br><b>CRISTETO G. OCAMPO</b><br>Chairperson, ECOPT                |
| c.<br><b>NENITA R. MEDINA</b><br>President, TEA                          | d.<br><b>JOY M. BULAUTAN</b><br>Chairperson, Welfare Fund            |

Recommending Approval:

Sector Head	<b>JOY M. BULAUTAN</b>
	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.