



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FOR THE CHIEF OPERATING OFFICER

THRU : **THE ASSISTANT CHIEF OPERATING OFFICER**
Assets Management Sector

From : Manager, Operations Department

Date : November 17, 2021

Subject: **Re-hiring of Job Order Personnel**

May we request approval for the rehiring of the following Job Order employees assigned at Operations Department for the period of January 01 to December 31, 2022.

REHIRING OF JOB ORDERS FOR THE PERIOD JANUARY 01 TO DECEMBER 31, 2022		
Name	Rate/Day	Task
1. REYNALDO D. ABISAN	720.77	<ol style="list-style-type: none">1. Receives incoming and releases outgoing documents both from the Main Office and entities2. Maintains records of documents received and released3. Operates photocopy machine for reproduction of the documents and ensure its proper maintenance to keep the machine in good working condition4. Performs other related functions as maybe assigned from time to time
2. JONATHAN F. BOBON	858.43	<ol style="list-style-type: none">1. Acts as Project Officer of the entities2. Processing of transfer of funds and authority to disburse needed by the entities3. Prepares memorandum and communications on entity handled for endorsement4. Coordinates with the entity representative on all matters needed by the main office and vice versa5. Monitors status of documents from the entity like purchase request, renewal of contracts, travel order, leave of absence, etc.6. Prepares analysis of entity financial reports.7. Monitors and consolidate monthly, quarterly and yearly summary of status of operations of entity handled8. Reviews and analyse budget submitted by the entity9. Monitors compliance to audit findings10. Review and endorse billing of security agency of all operating assets.11. Performs other related functions as maybe assigned from time to time



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Name	Rate/Day	Task
3. LAWRENCE ANTHONY L. CUA	858.43	<ol style="list-style-type: none"> 1. Acts as Project Officer of the entities 2. Processing of transfer of funds and authority to disburse needed by the entities 3. Prepares memorandum and communications on entity handled for endorsement 4. Coordinates with the entity representative on all matters needed by the main office and vice versa 5. Monitors status of documents from the entity like purchase request, renewal of contracts, travel order, leave of absence, etc. 6. Prepares analysis of entity financial reports. 7. Monitors and consolidate monthly, quarterly and yearly summary of status of operations of entity handled 8. Reviews and analyse budget submitted by the entity 9. Ensure business permits, insurance, motor vehicle registration, concessionaire contracts and other matters pertaining to entity handles are updates 10. Monitors compliance to audit findings 11. Performs other related functions as maybe assigned from time to time
4. DONNA GRACE L. VIRTUS	858.43	<ol style="list-style-type: none"> 1. Acts as Project Officer of the entities 2. Processing of transfer of funds and authority to disburse needed by the entities 3. Prepares memorandum and communications on entity handled for endorsement 4. Coordinates with the entity representative on all matters needed by the main office and vice versa 5. Monitors status of documents from the entity like purchase request, renewal of contracts, travel order, leave of absence, etc. 6. Prepares analysis of entity financial reports. 7. Monitors and consolidate monthly, quarterly and yearly summary of status of operations of entity handled 8. Reviews and analyse budget submitted by the entity 9. Ensure business permits, insurance, motor vehicle registration, concessionaire contracts and other matters pertaining to entity handles are updates 10. Monitors compliance to audit findings 11. Performs other related functions as maybe assigned from time to time



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Name	Rate/Day	Task
5. JERI MAE Y. MARTIREZ	914.08	<ol style="list-style-type: none">1. Acts as Project Officer of the entities2. Processing of transfer of funds and authority to disburse needed by the entities3. Prepares memorandum and communications on entity handled for endorsement4. Coordinates with the entity representative on all matters needed by the main office and vice versa5. Monitors status of documents from the entity like purchase request, renewal of contracts, travel order, leave of absence, etc.6. Prepares analysis of entity financial reports.7. Monitors and consolidate monthly, quarterly and yearly summary of status of operations of entity handled8. Reviews and analyse budget submitted by the entity9. Ensure business permits, insurance, motor vehicle registration, concessionaire contracts and other matters pertaining to entity handles are updated10. Monitors compliance to audit findings11. Provides secretarial/other services to the Department.12. Classifies and control documents for proper filing, maintain an effective recording and filing system for easy retrieval and dissemination of information.13. Assists in the immediate dispatch of correspondence/memo to various offices.14. Supports the coordination with other departments regarding the Sector's and Department's program and projects.15. Performs other related functions as maybe assigned from time to time

For your consideration and approval.

Atty. MARIA TERESA C. ALVAREZ

Recommending Approval:

JETRO NICOLAS F. LOZADA

Approved/Disapproved:

MARK T. LAPID

NAME : ABISAN, REYNALDO D.
DEPARTMENT : OPERATIONS DEPARTMENT

BEHAVIORAL (10)

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 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, fraternal and personal relationships with his supervisors and co-workers.			
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 (1.50)		UNSATISFACTORY (1.00)		SATISFACTORY (1.50)		VERY SATISFACTORY (2.00)		OUTSTANDING (2.50)		POINT SCORE					
C. PUNCTUALITY and ATTENDANCE (2.5): Regularly 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/Under time		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:										2.25					

Evaluator's Rating
PRINTED NAME / Signature

BEHAVIORAL (10)

NAME :

BOBON, JONATHAN F.

DATE :

DEPARTMENT :

OPERATIONS DEPARTMENT

POOR (1.00)		UNSATISFACTORY (2.00)		SATISFACTORY (3.00)		VERY SATISFACTORY (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 													
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<p>C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.</p> <p>Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p>													
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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:										2.25			

Evaluator's Rating
PRINTED NAME / Signature

NAME : CUA, LAWRENCE ANTHONY L.
 DEPARTMENT : OPERATIONS DEPARTMENT

BEHAVIORAL (10)

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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21-30		1.00		21-30		1.00							
31 or more		.50		31 or more		.50							
Equivalent Point Score:										2.5			

Evaluator's Rating
 PRINTED NAME / Signature

NAME : MARTIREZ, JERI MAE Y.
DEPARTMENT : OPERATIONS DEPARTMENT

BEHAVIORAL (10)

DATE :

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:

Evaluator's Rating
PRINTED NAME / Signature

TIEZA

Job Order Personnel - Supervisor's Rating Summary Sheet

May 01 - October 31, 2021

Operations 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	Abisan, Reynaldo D.						0	2.50	0	2.50	2.50	
2	Bobon, Jonathan F.						0	2.50	5	2.00	2.25	
3	Cua, Lawrence Anthony L.						0	2.50	5	2.00	2.25	
4	Martinez, Jeri Mae Y.						0	2.50	0	2.50	2.50	
5	Virtus, Donna Grace L.						15	1.50	9	2.00	1.75	

Supervisor's Signature

Printed Name / Signature