



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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

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4/2
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businessdev@tieza.gov.ph
www.tieza.gov.ph

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 : 25 January 2021

SUBJECT : REHIRING OF JOB ORDERS
FOR THE PERIOD February 1 - 28, 2021

NAME	RATE PER DAY W/ 20% PREMIUM	TASKS
1. <u>NINO P. BAUTISTA</u>	Php 809.83	<ol style="list-style-type: none">1. Functions as Skeleton Workforce during the Community Quarantine Period.2. Functions as the Property Custodian/Inventory Officer of the Department.3. 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.

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Office of the Chief Operating Officer



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By: [Signature] 02/02/2021
Time: 10:35 AM



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		<ol style="list-style-type: none"> Handles and monitors the Department's inventory of supplies and equipment, collaterals and giveaways. Assists in the ingress / egress of national, regional and provincial fairs and exhibits. Performs related functions that may be assigned from time to time.
<u>2. GEORGE S. DOMINGO</u>	Php 764.02	<ol style="list-style-type: none"> 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. 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. Handles and monitors the checklist of exhibits/table



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		<p>top materials, furniture and equipment during the ingress and egress from BuDD-site-BuDD.</p> <p>7. Assists in the implementation of the design and layout of the TIEZA booth on site.</p> <p>8. Facilitates the installation and setting-up of the logistical requirements for the academe, government and private sector, tourism business and investment promotions activities.</p> <p>9. Performs related functions that may be assigned from time to time.</p>
3. <u>OLIVER T. VITOR</u>	Php 809.83	<p>1. Functions as Skeleton Workforce during the Community Quarantine Period.</p> <p>2. Functions as Record Custodian of the Division</p> <p>3. Responsible for the BRD filing system.</p> <p>4. Takes charge of communications requirements of BRD</p> <p>5. 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 offices.</p> <p>6. Prepares BRDD presentation materials</p>



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		<ol style="list-style-type: none"> Coordinates and facilitates compliance of requirements pertaining to Caretakers, security services and concerns of other departments / committees. Scans, saves and sends soft copies of documents to POs thru email or mail. Performs related functions that may be assigned from time to time.
4. <u>DANNY D. PANELO</u>	Php 720.77	<ol style="list-style-type: none"> Functions as Skeleton Workforce during the Community Quarantine Period. Functions as Utility / Messenger of the Department 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. Assists in the ingress / egress of the TIEZA booth/pavilion. Facilitates the purchasing of logistical requirements for the non-operating properties. 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.



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		<ol style="list-style-type: none">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.
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For the COO's consideration and approval. Thank you.


MX. EVELYNE A. FRANCISCO

Recommending Approval:

Approved/Disapproved:


JETRO NICOLAS F. LOZADA

MARK T. LAPID



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MEMORANDUM

TO : All Assistant Chief Operating Officers, Department Managers,
Officer-in-Charge, Resident Managers

FROM : The Manager, Administrative Services Department

SUBJECT : Rehiring of Job Order for the period February 1 to 28, 2021

DATE : January 21, 2021

Please be informed that the contract of service of job order hires will expire on January 31, 2021.

Relative to the above, kindly fill-out the Supervisor's Summary Rating Sheet by referring to the attached Behavioral Evaluation Form as one of the basis for their rehiring / termination.

Likewise, may we request you to submit recommendations with corresponding endorsement from your Sector Head and approval from the Chief Operating Officer on or **January 28, 2021**, using the format below:

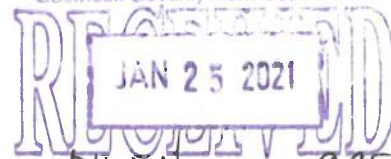
REHIRING OF JOB ORDERS FOR THE PERIOD FEBRUARY 1-28, 2021		
NAME	RATE PER DAY W/ 20% PREMIUM	TASKS
1.		
XX	XX	XX

Your early submission will facilitate the preparation of the contracts in accordance to the rules and regulations of the Commission on Audit and signed contract is a pre-requisite to the processing of the salaries of Job Orders- (No Contract, No Salary).

Thank you for your usual cooperation.


ROSANNA M. OLGADO

Tourism Infrastructure Enterprise Zone Authority
Business Development Department



By: EVERYN Time: 9:35 Am