




**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

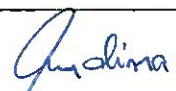


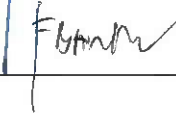
DATE : 24 September 2020

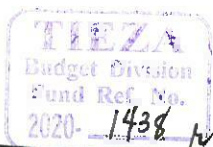
Based on the approved revised guidelines of the Authority's Program on Awards and Incentives for Service Excellence (PRAISE) effective 17 July 2019, **Ms. Herminigilda A. Sesma** is entitled to **₱ 45,000.00** cash as optional retirement incentive chargeable against the PRAISE Budget:

Date of Appointment : 01 February 1982
Effective Date of Retirement : 01 July 2020
No. of Years : 38.494 years
IPCR Ratings : 4.998 (July - December 2019)
4.770 (January - June 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)		
PRAISE Committee Member	NENITA R. MEDINA President TIEZA Employees Association (TEA)		9/24/2020
PRAISE Committee Member	ROSANNA M. OLGADO Manager Administrative Services Department		9/28/2020
PRAISE Committee Member	RODOLFO E. ANCHETA Manager Financial Services Department		9/24/2020
PRAISE Committee Member	FRANCIS RANDY J. HORTELANO Manager Corporate Planning Department		9/29/2020
PRAISE Committee Chairperson	ATTY. JOY M. BULAUTAN Assistant Chief Operating Officer Administration and Finance Sector		






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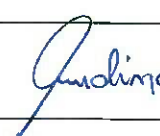
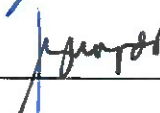
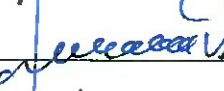
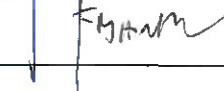
DATE : 24 September 2020

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For your approval.

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PRAISE Committee Member	FRANCIS RANDY J. HORTELANO Manager Corporate Planning Department		9/24/2020
PRAISE Committee Chairperson	ATTY. JOY M. BULAUTAN Assistant Chief Operating Officer Administration and Finance Sector		

August 24, 2020

CERTIFICATION

This is to certify that per records of this office, **Ms. Herminigilda A. Sesma** of Financial Services Department had rendered continuous government service at the following offices:

1. Human Settlement Development Corporation, from February 01, 1982 up to June 04, 1989 with **7.413** years;
2. PTA/TIEZA from, June 05, 1989 to June 30, 2020 with, **31.081** years.

In view of the above, Ms. Sesma has a total of **38.494** years in government service.

Issued upon request for her TIEZA/PRAISE claim.

for Atty. Soriano

JOSEFINA U. SORIANO

Manager, Human Resource Services Division
Administrative Services Department

hsesmadoc/acslt





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SERVICE RECORD

(To be accomplished by Employer)

NAME: SESMA HERMINIGILDA ALCANTARA (If married woman, HERMINIGILDA
(Surname) (Given Name) (Middle Name) ALCANTARA give also full maiden
name)

BIRTH: 04/13/1960 SILANG, CAVITE 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)	
02/01/1982	04/30/1982	BOOKKEEPER	CASUAL	23.00/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
05/01/1982	12/31/1982	BOOKKEEPER	CASUAL	23.00/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
01/01/1983	06/30/1983	BOOKKEEPER	CASUAL	28.00/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
07/01/1983	12/31/1983	BOOKKEEPER	CASUAL	28.00/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
01/01/1984	06/30/1984	BOOKKEEPER	CASUAL	28.00/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
07/01/1984	12/31/1984	BOOKKEEPER	CASUAL	28.00/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
01/01/1985	06/30/1985	BOOKKEEPER	CASUAL	38.00/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
07/01/1985	12/31/1985	ACCOUNTING OFFICER	CASUAL	38.00/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
01/01/1986	06/30/1986	ACCOUNTING OFFICER	CASUAL	41.80/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
07/01/1986	07/31/1986	ACCOUNTING OFFICER	CASUAL	41.80/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
08/01/1986	08/15/1986	ACCOUNTING OFFICER	CASUAL	41.80/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
08/16/1986	12/31/1986	ACCOUNTANT	CASUAL	41.80/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		
01/01/1987	03/15/1987	ACCOUNTANT	CASUAL	41.80/d	HUMAN SETTLEMENT DEVELOPMENT CORPORATION	0.000		

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 09/03/2020

Certified Correct:

JOSEFINA U. SORIANO

Manager, Human Resource Services Division, ADSD

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(Surname) (Given Name) (Middle Name) ALCANTARA give also full maiden
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BIRTH: 04/13/1960 SILANG, CAVITE Date herein should be checked from birth or
(Date) (Place) baptismal certificate or some other reliable
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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
03/16/1987	12/31/1987	JUNIOR ASSISTANT I	CASUAL	66.37/d	STRATEGIC INVESTMENT DEVELOPMENT CORPORATION	0.000		
01/01/1988	06/30/1988	JUNIOR ASSISTANT I	CASUAL	73.30/d	STRATEGIC INVESTMENT DEVELOPMENT CORPORATION	0.000		
07/01/1988	12/31/1988	JUNIOR ASSISTANT I	CASUAL	73.30/d	STRATEGIC INVESTMENT DEVELOPMENT CORPORATION	0.000		
01/01/1989	06/04/1989	JUNIOR ASSISTANT I	CASUAL	73.30/d	STRATEGIC INVESTMENT DEVELOPMENT CORPORATION	0.000		
06/05/1989	02/28/1991	BOOKKEEPER	CASUAL	44.00/d	PHILIPPINE TOURISM AUTHORITY	0.000		Transfer from SIDCOR
03/01/1991	03/01/1991	CLERK PROCESSOR B	PERMANENT	29,676.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Original appointment
03/01/1991	12/31/1993	CLERK PROCESSOR A	PERMANENT	33,024.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Amended PAL
01/01/1994	02/28/1994	CLERK PROCESSOR A	PERMANENT	42,624.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NCC# 72
03/01/1994	12/31/1994	CLERK PROCESSOR A	PERMANENT	42,948.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Step Increment
01/01/1995	10/31/1995	CLERK PROCESSOR A	PERMANENT	54,948.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NCC# 74
11/01/1995	12/31/1996	CLERK PROCESSOR A	PERMANENT	66,288.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		SSL II
01/01/1997	02/28/1997	CLERK PROCESSOR A	PERMANENT	79,848.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		NBC# 458, EO 389
03/01/1997	10/31/1997	CLERK PROCESSOR A	PERMANENT	81,168.00/a	PHILIPPINE TOURISM AUTHORITY	0.000		Step Increment

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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) Date	Cause
11/01/1997	12/31/1999	CLERK PROCESSOR A	PERMANENT	95,052.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	SSL FI	
01/01/2000	02/28/2000	CLERK PROCESSOR A	PERMANENT	104,556.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC# 468, EO 219	
03/01/2000	06/30/2001	CLERK PROCESSOR A	PERMANENT	107,172.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
07/01/2001	02/28/2003	CLERK PROCESSOR A	PERMANENT	112,536.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC# 474, RA 9137	
03/01/2003	02/28/2006	CLERK PROCESSOR A	PERMANENT	115,344.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
03/01/2006	06/30/2007	CLERK PROCESSOR A	PERMANENT	118,224.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
07/01/2007	06/30/2008	CLERK PROCESSOR A	PERMANENT	130,044.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #511, EO 611	
07/01/2008	02/28/2009	CLERK PROCESSOR A	PERMANENT	143,052.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #516, EO 719	
03/01/2009	06/30/2009	CLERK PROCESSOR A	PERMANENT	146,640.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
07/01/2009	02/21/2010	CLERK PROCESSOR A	PERMANENT	157,536.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #521, EO #811	
02/22/2010	06/23/2010	CLERK PROCESSOR A	PERMANENT	157,536.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	RA 9593 sec. 66	
06/24/2010	05/31/2011	CLERK PROCESSOR A	PERMANENT	168,420.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC #524, EO #900	
06/01/2011	02/29/2012	CLERK PROCESSOR A	PERMANENT	179,304.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC #530, EO #40	

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From	To	Designation	Status (1)	Salary (2)	Station/Place of Assignment	ABS w/o Pay	(4) Date	Cause
03/01/2012	05/31/2012	CLERK PROCESSOR A	PERMANENT	181,656.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		Step Increment
06/01/2012	08/11/2014	CLERK PROCESSOR A	PERMANENT	192,108.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		NBC #540, EO #76
08/12/2014	12/31/2016	SR. FINANCIAL PLANNING SPECIALIST	PERMANENT	438,804.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		Reappointment
01/01/2017	08/11/2017	SR. FINANCIAL PLANNING SPECIALIST	PERMANENT	519,000.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		NBC # 568, EO 201
08/12/2017	12/31/2017	SR. FINANCIAL PLANNING SPECIALIST	PERMANENT	526,092.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		Step Increment
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	06/30/2020	SR. FINANCIAL PLANNING SPECIALIST	PERMANENT	623,868.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		CBC # 23, EO 201
07/01/2020	07/01/2020	SR. FINANCIAL PLANNING SPECIALIST	PERMANENT	623,868.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000		Optional 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, Hermingilda A. Sesma, 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.

Hermingilda A. Sesma
 Ratee
 Date: July 10, 2019

RECEIVED
 MAR 11 2020
 BY: choen
 TIME: 6:18 pm

Reviewed by <div></div> LEONILA G. DE PERALTA Manager, Accounting Division	Date July 10, 2020	Approved by <div></div> RODOLFO G. GARCIA Manager, Financial Services Department	Date July 10, 2020				
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE Monthly Remittances to various government agencies, Welfare Fund, TEA and ECOPT	100% of Remittances/certification to various government agencies certified correct by the Division Manager within 1 day upon 2nd submission with major changes.	certified correct by Division Manager less than 4 hrs upon 1st submission	5.000		5.000	5.000	
Certification of Remittances to GSIS, Philhealth and Pag-Ibig							
Monthly Bank Reconciliation Statement (COA)	Monthly /quarterly Financial Reports certified correct by Division Manager within 1 day upon 2nd submission with major changes.	certified correct by Division Manager less than 4 hours upon 2nd submission	5.000		4.981	4.990	
Monthly Financial Statement (COA)							
Monthly Consolidated Financial Statements to Department of Finance (DOF, CAG)							
Quarterly Consolidated Financial Statements to DBM and GCG							

Preparation of Quarterly Remittance Report of Travel Tax Collections (PSA, CHED, NCCA)	Quarterly Remittance Report of Travel Tax Collections reviewed and Initialed by Division Manager within 28 CD of the succeeding month following the quarter upon 2nd submission with major changes.	reviewed and Initialed by Division Manager within 25 calendar days upon 1st submission	5.000		5.000	5.000	
Preparation of Semi-annual Report of Foreign Travels.	Semi-annual Report of Foreign Travels certified correct by Division Manager within 28 CD upon 2nd submission with major changes.						
Preparation of Quarterly Report of Salaries and Allowances (COA)	Quarterly Report of Salaries and Allowances certified correct by Division Manager within 15 CD of the month following the end of the quarter upon 2nd submission with major changes.	certified correct by Division Manager within 1-2 calendar days upon 1st submission.	5.000		5.000	5.000	
Debit and Credit Memo (Home Office)	Debit and Credit Memo (Home Office) reviewed & Initialed by Division Manager within the 1 CD upon 2nd submission with major changes.	reviewed and Initialed by Division Manager less than 4 hours upon 1st submission	5.000		5.000	5.000	
Monthly VAT declarations	Monthly/quarterly VAT declarations certified correct by Div Mgr within 1 CD upon 2nd submission with major changes.	certified correct by Division Manager less than 4 hours upon 1st submission	5.000		5.000	5.000	
Quarterly VAT declarations							
Preparation, Encoding of Journal Entry Voucher to Engas System.	100% of the journal entry reviewed & approved by Division Manager within 1 CD upon 2nd submission with major changes	reviewed and approved by Division Manager less than 4 hours upon 1st submission	5.000		5.000	5.000	
Preparation of Accomplishment Reports	Quarterly Accomplishment Reports submitted to the DivM within 6th day following the quarter upon 2nd submission with major changes	submitted and certified by Division Manager within 4 CD upon 1st submission	5.000		5.000	5.000	
FINAL AVERAGE RATING						4.998	

Comments and Recommendations for Development Purposes

Recommended to attend COB and HR seminars for updates.

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
	Feb. 24, 2020	I certify that I discussed my assessment of the performance with the employee.			
<i>Hermigilda</i> HERMIGILDA A. SESMA Senior Financial Planning Specialist		<i>GN</i> LEONILA G. DE PERALTA Manager, Accounting Division		<i>Rodolfo E. Ancheta</i> RODOLFO E. 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, Herminigilda A. Sesma, 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 June 2020

Herminigilda A. Sesma
Ratee
Date: Jan. 10, 2020

Reviewed by	Date	Approved by	Date				
<div>LEONILA G. DE PERALTA</div> <div>Manager, Accounting Division</div>	Jan. 10, 2020	<div>RODOLFO PANLITA</div> <div>Manager, Financial Services Department</div>	Jan. 10, 2020				
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE							
Monthly Remittances to various government agencies, Welfare Fund, TEA and ECOPT	100% of Remittances/certification to various government agencies certified correct by the Division Manager within 1 day upon 2nd submission with major changes.	Certified correct by Division Manager less than 4 hours upon 1st submission	5.000		5.000	5.000	
Certification of Remittances to GSIS, Philhealth and Pag-Ibig							

Monthly Bank Reconciliation Statement (COA)							
Monthly Financial Statement (COA)							
Monthly Consolidated Financial Statements to Department of Finance (DOF, CAG)	Monthly /quarterly Financial Reports certified correct by Division Manager within 1 day upon 2nd submission with major changes.	Certified correct by Division Manager within 4-6 hours upon 2nd submission with minimal changes	4.000		4.000	4.000	
Quarterly Consolidated Financial Statements to DBM and GCG							
Preparation of Quarterly Remittance Report of Travel Tax Collections (PSA, CHED, NCCA)	Quarterly Remittance Report of Travel Tax Collections reviewed and initialed by Division Manager within 28 CD of the succeeding month following the quarter upon 2nd submission with major changes.	Reviewed and initialed by Division Manager within 25-27 calendar days upon 2nd submission with minimal changes	4.000		4.000	4.000	
Preparation of Quarterly Report of Salaries and Allowances (COA)	Quarterly Report of Salaries and Allowances certified correct by Division Manager within 15 CD of the month following the end of the quarter upon 2nd submission with major changes.	Certified correct by Division Manager within 12 calendar days upon 1st submission	5.000		5.000	5.000	

Preparation of Semi-annual Report of Foreign Travels.	Semi-annual Report of Foreign Travels certified correct by Division Manager within 28 CD upon 2nd submission with major changes.	Certified correct by Division Manager within 25 calendar days upon 1st submission	5.000		5.000	5.000	
Debit and Credit Memo (Home Office)	Debit and Credit Memo (Home Office) reviewed & initialed by Division Manager within the 1 CD upon 2nd submission with minimal changes.	Reviewed and Initialed by Division Manager less than 4 hours upon 1st submission	5.000		5.000	5.000	
Monthly VAT declarations	Monthly/quarterly VAT declarations certified correct by Div Mgr within 1 CD upon 2nd submission with major changes.	Certified correct by Division Manager less than 4 hours upon 1st submission	5.000		5.000	5.000	
Quarterly VAT declarations							
Preparation, Encoding of Journal Entry Voucher to Engas System.	100% of the journal entry reviewed & approved by Division Manager within 1 CD upon 2nd submission with major changes						
Preparation of Accomplishment Reports	Quarterly Accomplishment Reports submitted to the DivM within 5th day following the quarter upon 2nd submission with major changes	Quarterly accomplishment reports submitted to Division Manager earlier than the 5th day of the month upon 1st submission	5.000		5.000	5.000	
FINAL AVERAGE RATING							4.770

Comments and Recommendations for Development Purposes					
<p><i>Recommended to attend seminars for Retirement Benefits</i></p>					
Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the employee.	9/10/2020		
HERNAN GILDA A. SESMA Senior Financial Planning Specialist		LEONILA G. DE PERALTA Manager, Accounting Division		RODOLFO SANCHEZ Manager, Financial Services Department	
<p>Legend: 1 - Quality 2 - Efficiency 3 - Timeliness 4 - Average</p>					



**TOURISM
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ENTERPRISE
ZONE
AUTHORITY**

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EDSA Extension
1302 Bay Area, Pasay City

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adminservices@tieza.gov.ph
www.tieza.gov.ph

June 29, 2020

(Date)

CLEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that **#1398 HERMINIGILDA A. SESMA** 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 **OPTIONAL RETIREMENT** at the close of business hours on **June 30, 2020**.

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

2. **RODOLFO L. ANCHETA**
Department Manager

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

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

5. **RODOLFO L. 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

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.

20081906

TIEZAWORKS