

FINANCIAL SERVICES DEPARTMENT

Request for Payments

Description/ Nature

Received by	Date	Time
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PLATE

6. Quidam

Budget Division
Received by

Received	Time
Date	

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Remarks

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Received by
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Received	Date	Time
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Started	Time
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Remarks

Out for Disbursement Voucher Signatories

Treasury Division
Received by

Received	Date	Time
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Remarks

Out for Check Signatories

Acctg Division
Received by

Received	Date	Time
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Remarks



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Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FOR THE PRAISE COMMITTEE

FROM : *J. Soriano*
JOSEFINA U. SORIANO
PRAISE Committee Head Secretariat

DATE : 10 June 2021

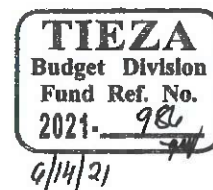
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Based on the approved revised guidelines of the Authority's Program on Awards and Incentives for Service Excellence (PRAISE) effective 17 July 2019, **Ms. Gloria G. Quindara** is entitled to **₱ 40,000.00** cash as compulsory retirement incentive chargeable against the PRAISE Budget:

Date of Appointment : April 16, 1991
Effective Date of Retirement : March 13, 2021
No. of Years : 30.631
IPCR Ratings : 4.000 (January – June 2020)
4.667 (July – December 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)	<i>Mcano</i>	6/10/2021
PRAISE Committee Member	NENITA R. MEDINA President TIEZA Employees Association (TEA)	<i>Quindara</i>	6/10/2021
PRAISE Committee Member	ROSANNA M. OLGADO Manager Administrative Services Department	<i>Rolando</i>	6/14/2021
PRAISE Committee Member	RODOLFO E. ANCHETA Manager Financial Services Department	<i>Rodolfo Ancheta</i>	6/15/2021
PRAISE Committee Member	FRANCIS RANDY J. HORTELANO Manager Corporate Planning Department	<i>Francis Randy J. Hortelano</i>	
PRAISE Committee Chairperson	ATTY. JOY M. BULAUTAN Assistant Chief Operating Officer Administration and Finance Sector	<i>Joy Bulautan</i>	6/15/21

PRAISE ₱40,000 -

	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		
	PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)	Effectivity Date	JUL 17 2019
		Revision Level	3
	HR POLICIES & GUIDELINES	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 th year ₱ 2,000.00 every year thereafter
Forty (40) years or more of PTA/TIEZA service.		₱ 15,000.00 cash award on the 40 th 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	

MASTER COPY	CONTROLLED COPY
Program on Awards and Incentives for Service Excellence (PRAISE) TIEZA.ADSD.HRPG.01 Page 11 of 24	



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)

Effectivity Date

JUL 17 2019

Revision Level

3

HR POLICIES & GUIDELINES

Document Code

ADSD.HRPG.01

provided the employee is not imposed a penalty of suspension during the period of the grant.

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

1. **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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Program on Awards and Incentives for Service Excellence (PRAISE)	
TIEZA.ADSD.HRPG.01	
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Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

June 10, 2021

CERTIFICATION

This is to certify that per records of this office, Ms. Gloria G. Quindara had been with PTA/TIEZA up to her separation from the service due to Compulsory Retirement:

	Name	Date of Assumption	Effective Date of Separation	Number of Years in Service
1.	Quindara, Gloria	04-16-91	03-13-21	30.631 years

Issued upon request for TIEZA/PRAISE claim.

JOSEFINA U. SORIANO
Manager, Human Resource Services Division
Administrative Services Department



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

SERVICE RECORD

(To be accomplished by Employer)

NAME: QUINDARA GLORIA GALERA (If married woman, GLORIA GALERA give also full maiden name)
(Surname) (Given Name) (Middle Name)

BIRTH: 03/12/1956 AGOO, LA UNION 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
04/16/1991	02/02/1992	SR. ACCOUNTING PROCESSOR B	EMERGENCY	3,102.00/m	PHILIPPINE TOURISM AUTHORITY	0.000	Initial Emergency Appt.
02/03/1992	12/31/1993	SR. ACCOUNTING PROCESSOR B	CASUAL	3,102.00/m	PHILIPPINE TOURISM AUTHORITY	0.000	Change of Status
01/01/1994	12/31/1994	SR. ACCOUNTING PROCESSOR A	CASUAL	3,902.00/m	PHILIPPINE TOURISM AUTHORITY	0.000	NCC# 72
01/01/1995	06/15/1995	SR. ACCOUNTING PROCESSOR B	CASUAL	4,902.00/m	PHILIPPINE TOURISM AUTHORITY	0.000	NCC# 74
06/16/1995	10/31/1995	CORPORATE ACCOUNTS ANALYST	CASUAL	5,500.00/m	PHILIPPINE TOURISM AUTHORITY	0.000	Promotion
11/01/1995	12/31/1996	CORPORATE ACCOUNTS ANALYST	CASUAL	6,924.00/m	PHILIPPINE TOURISM AUTHORITY	0.000	SSL II
01/01/1997	10/31/1997	CORPORATE ACCOUNTS ANALYST	CASUAL	8,586.00/m	PHILIPPINE TOURISM AUTHORITY	0.000	NBC# 458, EO 389
11/01/1997	12/15/1997	CORPORATE ACCOUNTS ANALYST	CASUAL	10,248.00/m	PHILIPPINE TOURISM AUTHORITY	0.000	SSL- Full Implementation
12/16/1997	12/31/1999	HOTEL/RESORT OPERATIONS OFFICER A	PERMANENT	138,180.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Original Appointment
01/01/2000	12/15/2000	HOTEL/RESORT OPERATIONS OFFICER A	PERMANENT	152,004.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC# 468, EO 219
12/16/2000	05/27/2002	HOTEL/RESORT OPERATIONS OFFICER A	PERMANENT	155,796.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment
05/28/2002	05/27/2005	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE OFFICIAL BEING SERVED	142,044.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Demotion
05/28/2005	06/30/2007	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE OFFICIAL BEING SERVED	145,608.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment

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 06/10/2021

Certified Correct:

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Page 1 of 3


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



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

SERVICE RECORD

(To be accomplished by Employer)

NAME: QUINDARA GLORIA GALERA (If married woman, GLORIA GALERA give also full maiden name)
(Surname) (Given Name) (Middle Name)

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SERVICE (Inclusive Dates)		RECORDS OF APPOINTMENT			OFFICE/ENTITY	L/V	SEPARATION	
From	To	Designation	Status (1)	Salary (2)	Station/Place of Assignment	ABS w/o Pay	(4)	
07/01/2007	05/27/2008	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE OFFICIAL BEING SERVED	160,164.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC# 511, EO 611	
05/28/2008	06/30/2008	CORPORATE ACCOUNTS ANALYST	PERMANENT	164,160.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
07/01/2008	06/30/2009	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE OFFICIAL BEING SERVED	180,576.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC# 516, EO 719	
07/01/2009	02/21/2010	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE OFFICIAL BEING SERVED	201,036.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC# 521, EO V811	
02/22/2010	06/23/2010	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE OFFICIAL BEING SERVED	201,036.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	RA 9593 sec. 66	
06/24/2010	05/27/2011	CORPORATE ACCOUNTS ANALYST	CONTRACT OF SERVICE	221,484.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC# 524, EO 900	
05/28/2011	05/31/2011	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE OFFICIAL BEING SERVED	225,060.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Step Increment	
06/01/2011	05/31/2012	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE OFFICIAL BEING SERVED	245,040.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC# 530, EO 40	
06/01/2012	05/27/2014	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE OFFICIAL BEING SERVED	265,032.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC# 540, EO 76	
05/28/2014	11/03/2014	CORPORATE ACCOUNTS ANALYST	PERMANENT	267,672.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Step Increment	
11/04/2014	12/31/2016	FINANCIAL PLANNING SPECIALIST B	PERMANENT	376,212.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Reappointment	
01/01/2017	11/03/2017	FINANCIAL PLANNING SPECIALIST B	PERMANENT	428,316.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC # 568, EO 201	
11/04/2017	12/31/2017	FINANCIAL PLANNING SPECIALIST B	PERMANENT	433,332.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Step Increment	

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 06/10/2021

Certified Correct:


JOSEFINA U. SORIANO

Manager, Human Resource Services Division, ADSD

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Page 2 of 3

Office: 6th & 7th Floors, Tower 1, Double Dragon Plaza, Double Dragon Meridian Park
Macapagal Avenue corner EDSA Extension, Bay Area, Pasay City 1302, Philippines
(+632) 8249-5900 to 79 www.tieza.gov.ph @TIEZAofficial





Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

SERVICE RECORD

(To be accomplished by Employer)

NAME: QUINDARA GLORIA GALERA (If married woman, GLORIA GALERA give also full maiden name)
(Surname) (Given Name) (Middle Name)

BIRTH: 03/12/1956 AGOO, LA UNION Date herein should be checked from birth or baptismal certificate or some other reliable documents.
(Date) (Place)

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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				
01/01/2018	12/31/2018						FINANCIAL PLANNING SPECIALIST B	PERMANENT	462,516.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC # 572, EO 201
01/01/2019	11/03/2020						FINANCIAL PLANNING SPECIALIST B	PERMANENT	493,680.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	CBC # 23, EO 201
11/04/2020	03/12/2021	FINANCIAL PLANNING SPECIALIST B	PERMANENT	499,800.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Step Increment / Compulsory Retirement effective March 13, 2021					
*****NOTHING FOLLOWS*****												

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 06/10/2021

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, **GLORIA G. QUINDARA**, of the **FINANCIAL SERVICES DEPARTMENT, Budget 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 - JUNE 2020**

[Signature]
GLORIA G. QUINDARA
 Ratee
 Date: January 10, 2020

Reviewed by		Date	Approved by	Date				
 EVA M. YU Manager, Budget Division			 RODOLFO ANCHETA Manager, Financial Services Department					
STRATEGIC OBJECTIVES/ FUNCTIONS		SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
CORE				Q1	E2	T3	A4	
Budget Monitoring Report		Monthly Monitoring Report of assigned MOOE accounts submitted reviewed/signed by Sr. Corporate Budget Specialist (Implementation Section) within the target dates upon 3rd submission	Submitted monthly monitoring report of assigned MOOE accounts on 1st submission	5.000		3.000	4.000	Note: ECQ (Lockdown) due to COVID-19 started on March 16, 2020. Office work was hampered thus, performance target dates were not met. Reports were generated eventually when SWF were allowed to report once a week then twice a week but not enough to work on real-time. All the data and reports asked/needed by the Department Manager were provided thru e-mails during work from home though.
Budget Reconciliation of assigned accounts with accounting ledger		Reconciliation Report of assigned MOOE expense accounts submitted within the target dates, reviewed/initialled by Sr. Corporate Budget Specialist (Report Section) upon 3rd submission	Submitted reconciliation report of assigned MOOE accounts on 1st submission	5.000		3.000	4.000	
Budget Performance Report		Consolidated Monthly Budget Performance Report of Subsidiary Entities submitted within the target dates, reviewed/initialled by Sr. Corporate Budget Specialist(Report Section) upon 3rd submission	Submitted consolidated performance report of subsidiary entities on 1st submission	5.000		3.000	4.000	
FINAL AVERAGE RATING							4.000	

Comments and Recommendations for Development Purposes

Recommendations for livelihood programs / Seminars for her retirement.

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
<p><i>[Signature]</i> GLORIA G. DINDARA Corporate Budget Specialist A</p>		<p><i>[Signature]</i> EVA M. YU Manager, Budget Division</p>		<p><i>[Signature]</i> RODOLFO E. ANCHETA Manager, Financial Services Department</p>	

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



CERTIFICATION

This is to certify that **GLORIA G. QUINDARA** has submitted the following reports:

	REPORT DATE	DATE SUBMITTED		ORDER OF SUBMISSION	RATING		
					Q	T	A
Budget Implementation (Montioring & Report) of assigned accounts	December 2019	ON LEAVE					
	January 2020						
	February 2020						
	March 2020	May 25, 2020	1st submission	5.000	3.000	4.000	
	April 2020	June 29, 2020	1st submission	5.000	3.000	4.000	
	May 2020	July 20, 2020	1st submission	5.000	3.000	4.000	
				5.000	3.000	4.000	
Budget Reconciliation of assigned account with accounting ledgers	December 2019	ON LEAVE					
	January 2020						
	February 2020						
	March 2020	June 11, 2020	1st submission	5.000	3.000	4.000	
	April 2020	June 30, 2020	1st submission	5.000	3.000	4.000	
	May 2020	July 20, 2020	1st submission	5.000	3.000	4.000	
				5.000	3.000	4.000	
Budget Performance Report of Subsidiary Entities	December 2019	ON LEAVE					
	January 2020						
	February 2020						
	March 2020	June 8, 2020	1st submission	5.000	3.000	4.000	
	April 2020	June 29, 2020	1st submission	5.000	3.000	4.000	
	May 2020	July 20, 2020	1st submission	5.000	3.000	4.000	
				5.000	3.000	4.000	
* has submitted January and February reports on May 18, 2020 and Sept. 24, 2020							
Final Average Rating						4.000	

Checked by:

Heidi B. Manalang
HEIDI B. MANALANG
 Sr. Corporate Budget Specialist

Rosalinda O. Omampo
ROSALINDA O. OMAMPO
 Sr. Corporate Budget Specialist

Attested True and Correct:

Eva M. Yu
EVA M. YU
 Division Manager - Budget



RODOLFO E. ANCHETA
 Manager, Financial Services Department



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY MONITORING REPORT

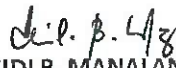
SUBJECT: For the Month of March 2020

DATE / TIME SUBMITTED: May 25, 2020 / 10:20 AM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: June 2, 2020 REVISION(S): none


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


HEIDI B. MANALANG
SR. CORPORATE BUDGET SPECIALIST

Date



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY MONITORING REPORT

SUBJECT: for the month of April 2020

DATE / TIME SUBMITTED: June 29, 2020 / 10:23 AM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: June 30, 2020 REVISION(S): none


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


HEIDI B. MANALANG
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY MONITORING REPORT

SUBJECT: For the month of May 2020

DATE / TIME SUBMITTED: July 20, 2020 / 12:31 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: July 21, 2020 / 11:43 am REVISION(S): NONE


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


HEIDI B. MANALANG
SR. CORPORATE BUDGET SPECIALIST

CERTIFIED TRUE COPY

Human Resource Services Division

09 JUN 2021



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY RECONCILIATION REPORT

SUBJECT: For the Month of March 2020

DATE / TIME SUBMITTED: June 8, 2020 / 12:10 PM

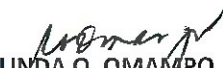
REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: 6-11-2020

REVISION(S):


GLORIA G. QUINDARA

FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO

SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY RECONCILIATION REPORT

SUBJECT: For the Month of April 2020

DATE / TIME SUBMITTED: June 29, 2020 / 12:54 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: June 30, 2020 3:14 PM

REVISION(S):


GLORIA G. QUINDARA

FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO

SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY RECONCILIATION REPORT

SUBJECT: For the month of May 2020

DATE / TIME SUBMITTED: July 20, 2020 / 2:12 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: July 23, 2020 10:55 AM

REVISION(S):


GLORIA G. QUINDARA

FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO

SR. CORPORATE BUDGET SPECIALIST





FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

PERFORMANCE REPORT


SUBJECT: for the month of January 2020

DATE / TIME SUBMITTED: September 24, 2020 / 2:25 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: _____ REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

PERFORMANCE REPORT


SUBJECT: For the Month of February 2020

DATE / TIME SUBMITTED: May 18, 2020 / 2:25 pm

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: 5-18, 2020 4:15 PM REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

PERFORMANCE REPORT

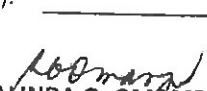
SUBJECT: For the Month of March 2020

DATE / TIME SUBMITTED: June 8, 2020 / 3:12 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: 6-10-2020 REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST

CERTIFIED TRUE COPY

Human Resource Services Division

09 JUN 2021

Date



**FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION**

PERFORMANCE REPORT


SUBJECT: For the Month of April 2020

DATE / TIME SUBMITTED: June 29, 2020 / 9:02 AM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: June 30, 2020 / 1:30 PM REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



**FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION**

PERFORMANCE REPORT


SUBJECT: For the Month of May 2020

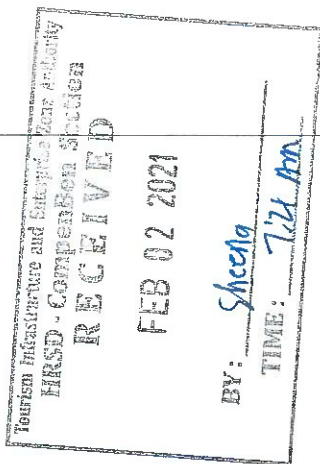
DATE / TIME SUBMITTED: July 20, 2020 / 11:51 AM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: July 27, 2020 REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B




ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



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

I, GLORIA G. QUINDARA, of the FINANCIAL SERVICES DEPARTMENT, Budget 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 - JUNE 2020

Gloria G. Quindara
GLORIA G. QUINDARA
 Ratee
 Date : January 6, 2020

Reviewed by		Date	Approved by	Date			
 EVA M. YU Immediate Supervisor			 RODOLFO E. ANCHETA Head of Office				
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Budget Implementation (Monitoring and Report)	Monthly Monitoring Report of assigned Financial expense accounts submitted within the target dates, reviewed/ signed by Sr. Corporate Budget Specialist (Implementation Section) upon 3rd submission.						Target Dates: Dec. 2019 - January 8, 2020 Jan. 2020 - February 5, 2020 Feb. 2020 - March 4, 2020 Mar. 2020 - April 3, 2020 Apr. 2020 - May 6, 2020 May 2020 - June 3, 2020
Budget Reconciliation of assigned expense accounts with accounting ledgers	Monthly Reconciliation Report of assigned MOOE accounts submitted within the target dates, reviewed/initialed by Sr. Corporate Budget Specialist upon 3rd submission.						Target Dates: Dec. 2019 - January 14, 2020 Jan. 2020 - February 27, 2020 Feb. 2020 - March 16, 2020 Mar. 2020 - Apr. 15, 2020 Apr. 2020 - May 14, 2020 May 2020 - June 15, 2020

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			G1	E2	T3	A4	
Budget Performance Report	Consolidated Monthly Budget Performance Report of Subsidiary Entities submitted within the target dates, reviewed/initialed signed by Sr. Corporate Budget Specialist upon 3rd submission.						Target Dates: Dec. 2019 - January 20, 2020 Jan. 2020 - March 16, 2020 Feb. 2020 - March 23, 2020 Mar. 2020 - Apr. 22, 2020 Apr. 2020 - May 22, 2020 May 2020 - June 22, 2020
FINAL AVERAGE RATING							
Comments and Recommendations for Development Purposes							

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
GLORIA G. QUINDARA (EMPLOYEE NAME)		I certify that I discussed my assessment of the performance with the employee.			
		EVA M. YU (DIVISION HEAD NAME)		RODOLFO E. ANCHETA (DEPARTMENT HEAD NAME)	

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



GLORIA G. QUINDARA
FSD - BUDGET DIVISION
IPCR RATING MATRIX

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	RATING MATRIX		2019 DECEMBER	2020				
		TIMELINESS	QUALITY		JANUARY	FEBRUARY	MARCH	APRIL	MAY
Budget Implementation (Monitoring and Report)	Monthly Monitoring Report of Financial expenses accounts submitted within the target dates, reviewed/signed by Sr. Corporate Budget Specialist (Implementation Section) upon 3rd submission.	5 - within 1 WD 4 - within 2 WD 3 - within 3 WD 2 - within 4 WD 1 - beyond 4 WD	5 - 1st submission 4 - 2nd submission 3 - 3rd submission 2 - 4th submission 1 - 5th submission	Jan. 6, 2020 Jan. 7, 2020 Jan. 8, 2020 Jan. 9, 2020 Beyond Jan. 9	Feb. 3, 2020 Feb. 4, 2020 Feb. 5, 2020 Feb. 6, 2020 Beyond Feb. 6	Mar. 2, 2020 Mar. 3, 2020 Mar. 4, 2020 Mar. 5, 2020 Beyond Mar. 5	Apr. 1, 2020 Apr. 2, 2020 Apr. 3, 2020 Apr. 6, 2019 Beyond Apr. 6	May 4, 2020 May 5, 2020 May 6, 2020 May 7, 2020 Beyond May 7	Jun. 1, 2020 Jun. 2, 2020 Jun. 3, 2020 Jun. 4, 2020 Beyond Jun. 4
Budget Reconciliation of assigned expense accounts with accounting ledgers	Monthly Reconciliation Report of assigned MOOE accounts submitted within the target dates, reviewed/initialed by Sr. Corporate Budget Specialist upon 3rd submission.	5 - within 1 WD 4 - within 2 WD 3 - within 3 WD 2 - within 4 WD 1 - beyond 4 WD	5 - 1st submission 4 - 2nd submission 3 - 3rd submission 2 - 4th submission 1 - 5th submission	Jan. 10, 2020 Jan. 13, 2020 Jan. 14, 2020 Jan. 15, 2020 Beyond Jan. 15	Feb. 24, 2020 Feb. 26, 2020 Feb. 27, 2020 Feb. 28, 2020 Beyond Feb. 28	Mar. 12, 2020 Mar. 13, 2020 Mar. 16, 2020 Mar. 17, 2020 Beyond Mar. 17	Apr. 13, 2020 Apr. 14, 2020 Apr. 15, 2020 Apr. 16, 2020 Beyond Apr. 16	May 12, 2020 May 13, 2020 May 14, 2020 May 15, 2020 Beyond May 15	Jun. 11, 2020 Jun. 12, 2020 Jun. 15, 2020 Jun. 16, 2020 Beyond June 16
Budget Performance Report	Consolidated Monthly Performance Report of Subsidiary Entities submitted within the target dates, reviewed/initialed by Sr. Corporate Budget Specialist upon 3rd submission.	5 - within 1 WD 4 - within 2 WD 3 - within 3 WD 2 - within 4 WD 1 - beyond 4 WD	5 - 1st submission 4 - 2nd submission 3 - 3rd submission 2 - 4th submission 1 - 5th submission	Jan. 16, 2020 Jan. 17, 2020 Jan. 20, 2020 Jan. 21, 2020 Beyond Jan. 21	Mar. 7, 2020 Mar. 10, 2020 Mar. 11, 2020 Mar. 12, 2020 Beyond March 12	Mar. 19, 2020 Mar. 20, 2020 Mar. 23, 2020 Mar. 24, 2020 Beyond Mar. 24	Apr. 20, 2020 Apr. 21, 2020 Apr. 22, 2020 Apr. 23, 2020 Beyond Apr. 23	May 20, 2020 May 21, 2020 May 22, 2020 May 25, 2020 Beyond May 25	Jun. 18, 2020 Jun. 19, 2020 Jun. 22, 2020 Jun. 23, 2020 Beyond Jun. 23



STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	QUALITY	EFFICIENCY	TIMELINESS
CORE					
Budget Implementation (Monitoring and Report)	<u>Monthly</u> Monitoring Report of assigned Financial Expense accounts, (submitted within the target dates), reviewed/signed by Sr. Corporate Budget Specialist (Implementation Section) upon 3rd submission.	<p>Target Dates:</p> <p>Dec. 2019 - Jan. 8, 2020</p> <p>Jan. 2020 - Feb. 5, 2020</p> <p>Feb. 2020 - Mar. 4, 2020</p> <p>Mar. 2020 - Apr. 3, 2020</p> <p>Apr. 2020 - May 6, 2020</p> <p>May 2020 - June. 3, 2020</p>	<p>5 - 1st submission</p> <p>4 - 2nd submission</p> <p>3 - 3rd submission</p> <p>2 - 4th submission</p> <p>1 - 5th submission</p>		<p>5 - within 1 WD</p> <p>4 - within 2 WD</p> <p>3 - within 3 WD</p> <p>2 - within 4 WD</p> <p>1 - beyond 4 WD</p>
Budget Reconciliation of assigned expense accounts with accounting ledgers	<u>Monthly</u> Reconciliation Report of assigned expense accounts (submitted within the target dates), reviewed/signed by Sr. Corporate Budget Specialist (Report Section) upon 3rd submission.	<p>Target Dates:</p> <p>Dec. 2019 - Jan. 14, 2020</p> <p>Jan. 2020 - Feb. 27, 2020</p> <p>Feb. 2020 - Mar. 16, 2020</p> <p>Mar. 2020 - Apr. 15, 2020</p> <p>Apr. 2020 - May 14, 2020</p> <p>May 2020 - Jun. 15, 2020</p>	<p>5 - 1st submission</p> <p>4 - 2nd submission</p> <p>3 - 3rd submission</p> <p>2 - 4th submission</p> <p>1 - 5th submission</p>		<p>5 - within 1 WD</p> <p>4 - within 2 WD</p> <p>3 - within 3 WD</p> <p>2 - within 4 WD</p> <p>1 - beyond 4 WD</p>
Budget Performance Report	Consolidated <u>Monthly</u> Performance Report of Operating Entities (submitted within the target dates), reviewed/signed by Sr. Corporate Budget Specialist (Budget Report Section) upon 3rd submission.	<p>Target Dates:</p> <p>Dec. 2019 - Jan. 20, 2020</p> <p>Jan. 2020 - Mar. 16, 2020</p> <p>Feb. 2020 - Mar. 23, 2020</p> <p>Mar. 2020 - Apr. 22, 2020</p> <p>Apr. 2020 - May 22, 2020</p> <p>May 2020 - Jun. 22, 2020</p>	<p>5 - 1st submission</p> <p>4 - 2nd submission</p> <p>3 - 3rd submission</p> <p>2 - 4th submission</p> <p>1 - 5th submission</p>		<p>5 - within 1 WD</p> <p>4 - within 2 WD</p> <p>3 - within 3 WD</p> <p>2 - within 4 WD</p> <p>1 - beyond 4 WD</p>





Recd by: shen
10:17 AM
02/03/2021

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

I, GLORIA G. QUINDARA, of the FINANCIAL SERVICES DEPARTMENT, Budget 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 - DECEMBER 2020

GLORIA G. QUINDARA
Ratee

Reviewed by EVA M. YU Immediate Supervisor	Date	Approved by RODOLFO E. ANCHETA Head of Office	Date				
Date :							
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
CORE Budget Implementation (Monitoring and Report)	Monthly Monitoring Report of assigned Financial expense accounts submitted within the target dates , reviewed/ signed by Sr. Corporate Budget Specialist (Implementation Section) upon 3rd submission.	Submitted monthly monitoring report of assigned MOOE accounts initiated by Sr. Corporate Budget Specialist within the target dates upon first submission.	5,000	4,333	4,667		Target Dates: June 2020 - July 3, 2020 July 2020 - Aug. 5, 2020 Aug. 2020 - Sept. 3, 2020 Sept. 2020 - Oct. 5, 2020 Oct. 2020 - Nov. 5, 2020 Nov. 2020 - Dec. 3, 2020
Budget Reconciliation of assigned expense accounts with accounting ledgers	Monthly Reconciliation Report of assigned MOOE accounts submitted within the target dates , reviewed/initialed by Sr. Corporate Budget Specialist upon 3rd submission.	Reconciled assigned expense accounts reviewed/initialed by Sr. Corporate Budget Specialist within the target dates upon third submission.	5,000	4,333	4,667		Target Dates: June 2020 - July 21, 2020 July 2020 - Aug. 20, 2020 Aug. 2020 - Sept. 22, 2020 Sept. 2020 - Oct. 21, 2020 Oct. 2020 - Nov. 20, 2020 Nov. 2020 - Dec. 22, 2020



Republic of the Philippines
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

CERTIFICATION

This is to certify that GLORIA G. QUINDARA has submitted the reports on the following dates with corresponding rating, to wit:

OUTPUT	REPORT DATE	DATE SUBMITTED	DATE REVIEWED/ INITIALED	Q	RATING	T	A	REMARKS
BUDGET IMPLEMENTATION (MONITORING REPORT)	June 2020 - July 8, 2020	July 20, 2020	July 21, 2020	5.000	3.000	4.000		
	July 2020 - Aug. 10, 2020	Aug. 13, 2020	Aug. 18, 2020	5.000	3.000	4.000		
	Aug. 2020 - Sept. 9, 2020	Sept. 3, 2020	Sept. 3, 2020	5.000	5.000	5.000		
	Sept. 2020 - Oct. 12, 2020	Sept. 30, 2020	Oct. 5, 2020	5.000	5.000	5.000		
	Oct. 2020 - Nov. 11, 2020	Oct. 28, 2020	Nov. 4, 2020	5.000	5.000	5.000		
	Nov. 2020 - Dec. 11, 2020	Dec. 7, 2020	Dec. 7, 2020	5.000	5.000	5.000		
		Sub-total				4.667		
BUDGET RECONCILIATION REPORT	June 2020 - July 21, 2020	Aug. 5, 2020	Aug. 5, 2020	5.000	3.000	4.000		
	July 2020 - Aug. 20, 2020	Aug. 20, 2020	Aug. 25, 2020	5.000	3.000	4.000		
	Aug. 2020 - Sept. 22, 2020	Sept. 17, 2020	Sept. 21, 2020	5.000	5.000	5.000		
	Sept. 2020 - Oct. 21, 2020	Oct. 15, 2020	Oct. 15, 2020	5.000	5.000	5.000		
	Oct. 2020 - Nov. 20, 2020	Nov. 16, 2020	Nov. 16, 2020	5.000	5.000	5.000		
	Nov. 2020 - Dec. 22, 2020	Dec. 16, 2020	Dec. 16, 2020	5.000	5.000	5.000		
		Sub-total				4.667		
BUDGET PERFORMANCE REPORT	June 2020 - July 22, 2020	Aug. 5, 2020	Aug. 7, 2020	5.000	3.000	4.000		
	July 2020 - Aug. 23, 2020	Aug. 27, 2020	Aug. 27, 2020	5.000	3.000	4.000		
	Aug. 2020 - Sept. 25, 2020	Sept. 23, 2020	Sept. 24, 2020	5.000	5.000	5.000		
	Sept. 2020 - Oct. 23, 2020	Oct. 15, 2020	Oct. 15, 2020	5.000	5.000	5.000		
	Oct. 2020 - Nov. 24, 2020	Nov. 18, 2020	Nov. 18, 2020	5.000	5.000	5.000		
	Nov. 2020 - Dec. 23, 2020	Dec. 14, 2020	Dec. 14, 2020	5.000	5.000	5.000		
		Sub-total				4.667		
		TOTAL				14.001		
		AVERAGE (TOTAL RATING / 6 MONTHLY REPORT)					4.667	

Checked by:

Heidi B. Manalang
HEIDI B. MANALANG
Sr. Corporate Budget Specialist

Rosalinda O. Omampo
ROSALINDA O. OMAMPO
Sr. Corporate Budget Specialist

Attested true and correct by:

Eva M. Yu
EVA M. YU
Division Manager



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY MONITORING REPORT

SUBJECT: For the Month of June 2020

DATE / TIME SUBMITTED: July 20, 2020 / 12:31 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST
DATE / TIME: July 21, 2020 / 11:42 am REVISION(S): NONE


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


HEIDI B. MANALANG
SR. CORPORATE BUDGET SPECIALIST

CERTIFIED TRUE COPY

Human Resource Services Division

09 JUN 2021

Date



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY MONITORING REPORT

SUBJECT: For the Month of July 2020

DATE / TIME SUBMITTED: August 13, 2020 / 2:27 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST
DATE / TIME: Aug. 12, 2020 / 7:40 am REVISION(S): NONE


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


HEIDI B. MANALANG
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY MONITORING REPORT

SUBJECT: For the Month of August 2020

DATE / TIME SUBMITTED: September 3, 2020 / 2:48 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST
DATE / TIME: _____ REVISION(S): del. p. 4/8


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


HEIDI B. MANALANG
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY MONITORING REPORT



CERTIFIED TRUE COPY

Human Resource Services Division
09 JUN 2021

Date


SUBJECT: For the Month of September 2020

DATE / TIME SUBMITTED: September 30, 2020 / 1:46 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Oct. 5, 2020 / 9:40 am REVISION(S):

NONE


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


HEIDI B. MANALANG
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY MONITORING REPORT

SUBJECT: For the Month of October 2020

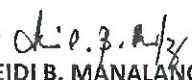
DATE / TIME SUBMITTED: October 28, 2020 / 2:39 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Nov. 4, 2020 / 8:56 am REVISION(S):

NONE


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


HEIDI B. MANALANG
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY MONITORING REPORT

SUBJECT: For the Month of November 2020

DATE / TIME SUBMITTED: December 9, 2020 / 10:04 AM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Dec. 7, 2020 / 10:23 am REVISION(S):

1st submission


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


HEIDI B. MANALANG
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY RECONCILIATION REPORT


SUBJECT: for the month of June, 2020

DATE / TIME SUBMITTED: August 5, 2020 / 10:45 AM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Aug 5, 2020, 10:45 REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST

CERTIFIED TRUE COPY

Human Resource Services Division

09 JUN 2021

Date



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY RECONCILIATION REPORT


SUBJECT: For the Month of July 2020

DATE / TIME SUBMITTED: August 20, 2020 / 12:41 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Aug. 21, 2020 11:30 AM REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY RECONCILIATION REPORT

SUBJECT: For the Month of August 2020

DATE / TIME SUBMITTED: September 17, 2020 / 10:4 AM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Sept 21, 2020 REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY RECONCILIATION REPORT



CERTIFIED TRUE COPY

Human Resource Services Division
09 JUN 2021

Date

SUBJECT: For the Month of September 2020

DATE / TIME SUBMITTED: October 15, 2020 / 8:03 Am

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: October 15, 2020 10:41 Am REVISION(S): _____

GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B

ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY RECONCILIATION REPORT

SUBJECT: For the Month of October 2020

DATE / TIME SUBMITTED: November 16, 2020 / 9:55 Am

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: November 16, 2020 11:50 AM REVISION(S): _____

GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B

ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

MONTHLY RECONCILIATION REPORT

SUBJECT: For the Month of November 2020

DATE / TIME SUBMITTED: December 16, 2020 / 12:48 Pm

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Dec. 16, 2020 REVISION(S): _____

GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B

ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

PERFORMANCE REPORT

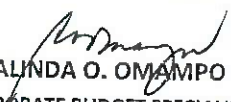
SUBJECT: For the Month of June 2020

DATE / TIME SUBMITTED: August 5, 2020 / 1:04 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Aug 7, 2020 / 1:14 PM REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST

CERTIFIED TRUE COPY

Human Resource Services Division
9 JUN 2021

Date



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION


PERFORMANCE REPORT

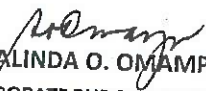
SUBJECT: For the Month of July 2020

DATE / TIME SUBMITTED: August 27, 2020 / 12:41 PM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Aug 27, 2020 / 2:30 PM REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION

PERFORMANCE REPORT

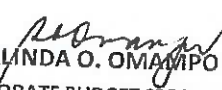
SUBJECT: For the Month of August 2020

DATE / TIME SUBMITTED: September 23, 2020 / 10:02 AM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Sept 24, 2020 / 9:30 AM REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION
PERFORMANCE REPORT



CERTIFIED TRUE COPY

Human Resource Services Division

09 JUN 2021

Date

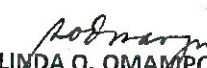
SUBJECT: For the Month of September 2020

DATE / TIME SUBMITTED: October 15, 2020 / 10:57 AM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: October 15, 2020 2:50 PM REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION
PERFORMANCE REPORT

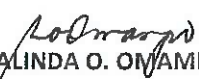
SUBJECT: For the Month of October 2020

DATE / TIME SUBMITTED: November 18, 2020 / 8:23 AM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Nov. 18, 2020 REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



FINANCIAL SERVICES DEPARTMENT
BUDGET DIVISION
PERFORMANCE REPORT

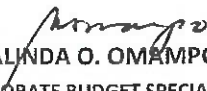
SUBJECT: For the Month of November 2020

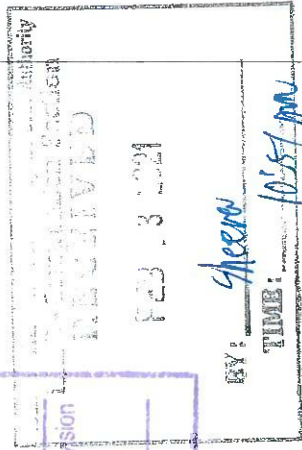
DATE / TIME SUBMITTED: December 14, 2020 / 10:15 AM

REVIEWED / INITIALED BY SENIOR CORPORATE BUDGET SPECIALIST

DATE / TIME: Dec. 14, 2020 REVISION(S): _____


GLORIA G. QUINDARA
FINANCIAL PLANNING SPECIALIST B


ROSALINDA O. OMAMPO
SR. CORPORATE BUDGET SPECIALIST



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

I, GLORIA G. QUINDARA, of the FINANCIAL SERVICES DEPARTMENT, Budget 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 - DECEMBER 2020

GLORIA G. QUINDARA
 Ratee
 Date :

Reviewed by	Date	Approved by	Date
 EVA M. YU Immediate Supervisor		 RODOLFO ANCHETA Head of Office	
STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING Q1 E2 T3 A4
CORE Budget Implementation (Monitoring and Report)	Monthly Monitoring Report of assigned Financial expense accounts submitted within the target dates , reviewed/ signed by Sr. Corporate Budget Specialist (Implementation Section) upon 3rd submission .		Target Dates: June 2020 - July 8, 2020 July 2020 - Aug. 10, 2020 Aug. 2020 - Sept. 9, 2020 Sept. 2020 - Oct. 12, 2020 Oct. 2020 - Nov. 11, 2020 Nov. 2020 - Dec. 11, 2020
Budget Reconciliation of assigned expense accounts with accounting ledgers	Monthly Reconciliation Report of assigned MOOE accounts submitted within the target dates , reviewed/initialed by Sr. Corporate Budget Specialist upon 3rd submission .		Target Dates: June 2020 - July 21, 2020 July 2020 - Aug. 20, 2020 Aug. 2020 - Sept. 22, 2020 Sept. 2020 - Oct. 21, 2020 Oct. 2020 - Nov. 20, 2020 Nov. 2020 - Dec. 22, 2020

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Budget Performance Report	Consolidated <u>Monthly</u> Budget Performance Report of Subsidiary Entities submitted <u>within the target dates</u> , reviewed/initiated signed by Sr. Corporate Budget Specialist upon 3rd submission.						Target Dates: June 2020 - July 22, 2020 July 2020 - Aug. 23, 2020 Aug. 2020 - Sept. 25, 2020 Sept. 2020 - Oct. 23, 2020 Oct. 2020 - Nov. 24, 2020 Nov. 2020 - Dec. 23, 2020
FINAL AVERAGE RATING							
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 employee.			
GLORIA G. QUINDARA (EMPLOYEE NAME)		EVA M. YU (DIVISION HEAD NAME)		RODOLFO E. ANCHETA (DEPARTMENT HEAD NAME)	

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



GLORIA G. QUINDARA
FSD - BUDGET DEVISION
IPCR RATING MATRIX

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	RATING MATRIX		2020					
		TIMELINESS	QUALITY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
Budget Implementation (Monitoring and Report)	Monthly Monitoring Report of Financial expenses accounts submitted within the target dates, reviewed/signed by Sr. Corporate Budget Specialist (Implementation Section) upon 3rd submission.	5 - within 1 WD 4 - within 2 WD 3 - within 3 WD 2 - within 4 WD 1 - beyond 4 WD	5 - 1st submission 4 - 2nd submission 3 - 3rd submission 2 - 4th submission 1 - 5th submission	July 6, 2020 July 7, 2020 July 8, 2020 July 9, 2020 Beyond July 9	Aug. 6, 2020 Aug. 7, 2020 Aug. 10, 2020 Aug. 11, 2020 Beyond Aug. 11	Sept. 7, 2020 Sept. 8, 2020 Sept. 9, 2020 Sept. 10, 2020 Beyond Sept. 10	Oct. 8, 2020 Oct. 9, 2020 Oct. 12, 2020 Oct. 13, 2020 Beyond Oct. 13	Nov. 9, 2020 Nov. 10, 2020 Nov. 11, 2020 Nov. 12, 2020 Beyond Nov. 12	Dec. 9, 2020 Dec. 10, 2020 Dec. 11, 2020 Dec. 14, 2020 Beyond Dec. 14
Budget Reconciliation of assigned expense accounts with accounting ledgers	Monthly Reconciliation Report of assigned MOOE accounts submitted within the target dates, reviewed/initialed by Sr. Corporate Budget Specialist upon 3rd submission.	5 - within 1 WD 4 - within 2 WD 3 - within 3 WD 2 - within 4 WD 1 - beyond 4 WD	5 - 1st submission 4 - 2nd submission 3 - 3rd submission 2 - 4th submission 1 - 5th submission	July 17, 2020 July 20, 2020 July 21, 2020 July 22, 2020 Beyond July 22	Aug. 18, 2020 Aug. 19, 2020 Aug. 20, 2020 Aug. 21, 2020 Beyond Aug. 21	Sept. 18, 2020 Sept. 21, 2020 Sept. 22, 2020 Sept. 23, 2020 Beyond Sept. 23	Oct. 19, 2020 Oct. 20, 2020 Oct. 21, 2020 Oct. 22, 2020 Beyond Oct. 22	Nov. 18, 2020 Nov. 19, 2020 Nov. 20, 2020 Nov. 23, 2020 Beyond Nov. 23	Dec. 18, 2020 Dec. 21, 2020 Dec. 22, 2020 Dec. 23, 2020 Beyond Dec. 23
Budget Performance Report	Consolidated Monthly Performance Report of Subsidiary Entities submitted within the target dates, reviewed/initialed by Sr. Corporate Budget Specialist upon 3rd submission.	5 - within 1 WD 4 - within 2 WD 3 - within 3 WD 2 - within 4 WD 1 - beyond 4 WD	5 - 1st submission 4 - 2nd submission 3 - 3rd submission 2 - 4th submission 1 - 5th submission	July 20, 2020 July 21, 2020 July 22, 2020 July 23, 2020 Beyond July 23	Aug. 21, 2020 Aug. 22, 2020 Aug. 23, 2020 Aug. 24, 2020 Beyond Aug. 24	Sept. 23, 2020 Sept. 24, 2020 Sept. 25, 2020 Sept. 28, 2020 Beyond Sept. 28	Oct. 21, 2020 Oct. 22, 2020 Oct. 23, 2020 Oct. 26, 2020 Beyond Oct. 26	Nov. 20, 2020 Nov. 23, 2020 Nov. 24, 2020 Nov. 25, 2020 Beyond Nov. 25	Dec. 21, 2020 Dec. 22, 2020 Dec. 23, 2020 Dec. 28, 2020 Beyond Dec. 28





Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

February 11, 2021

(Date)

CLEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that **#1168 GLORIA G. QUINDARA** 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 **March 12, 2021**.

1. **EVA M. YU**
Immediate Supervisor

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

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

4. **NIÑO RUPERTO F. AQUINO**
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:

MARK T. LAPID
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.