



**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  
Pasay City 1302

(+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 : 26 January 2021


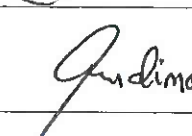
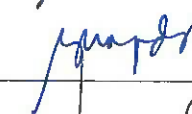
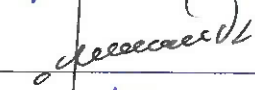
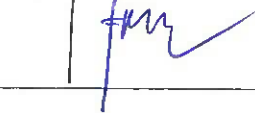
Based on the approved revised guidelines of the Authority's Program on Awards and Incentives for Service Excellence (PRAISE) effective 17 July 2019, **Ms. Arsenia C. Esteban** is entitled to **₱ 45,000.00** cash as optional retirement incentive chargeable against the PRAISE Budget:

Date of Appointment : 27 April 1981  
Effective Date of Retirement : 01 January 2021  
No. of Years : 39.678  
IPCR Ratings : 4.917 (January – June 2020 )  
4.875 (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	<b>MARY ANN C. CANO</b> Vice President for Internal Affairs TIEZA Employees Association (TEA)		1/27/2021
PRAISE Committee Member	<b>NENITA R. MEDINA</b> President TIEZA Employees Association (TEA)		2/01/2021
PRAISE Committee Member	<b>ROSANNA M. OLGADO</b> Manager Administrative Services Department		2/1/2021
PRAISE Committee Member	<b>RODOLFO E. ANCHETA</b> Manager Financial Services Department		2/1
PRAISE Committee Member	<b>FRANCIS RANDY J. HORTELANO</b> Manager Corporate Planning Department		2/2/2021
PRAISE Committee Chairperson	<b>ATTY. JOY M. BULAUTAN</b> Assistant Chief Operating Officer Administration and Finance Sector		



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PRAISE Committee Head Secretariat  
DATE : 26 January 2021


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4.875 (July - December 2020)

Attachments ☒ HR endorsement / certification of number of service years  
☒ Service record  
☒ Performance rating periods mentioned above  
☒ Clearance

For your approval.

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PRAISE Committee Member	<b>ROSANNA M. OLGADO</b> Manager Administrative Services Department		2/1/2021
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		2/2/2021
PRAISE Committee Chairperson	<b>ATTY. JOY M. BULAITAN</b> Assistant Chief Operating Officer Administration and Finance Sector		

	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>PROGRAM ON AWARDS AND INCENTIVES FOR SERVICE EXCELLENCE (PRAISE)</b>	Effectivity Date	JUL 17 2018
		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	



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January 25, 2021

## 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, to wit:

	Name	Date of Assumption	Effective Date of Separation	Number of Years in Service
1.	Esteban, Arsenia C.	04-27-81	12-31-20	39.678 years
2.	Estillore, Marilyn S.	11-04-80	12-31-20	40.722 "
3.	Fernandez, Mario C.	02-23-81	06-30-20	39.353 "
4.	Maniñgas, Trixie Juanita	01-23-79	09-30-20	41.772 "
5.	Piog, Henry P.	07-16-96	01-30-21	24.539 "

Issued upon request for TIEZA/PRAISE claim.

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

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# TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

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## SERVICE RECORD

(To be accomplished by Employer)

NAME: ESTEBAN ARSENIA COSUCO (If married woman, give also full maiden name)  
(Surname) (Given Name) (Middle Name)

BIRTH: 03/25/1957 Mamburao, Occ. Mindo 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
04/27/1981	12/31/1983	CLERK	PERMANENT	7,236.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Original Appointment
01/01/1984	01/31/1984	CLERK	PERMANENT	7,608.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	SA DBM 01-01-84
02/01/1984	04/30/1984	TRAVEL TAX PROCESSOR	PERMANENT	9,756.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Promotion
05/01/1984	12/31/1984	TRAVEL TAX PROCESSOR	PERMANENT	10,776.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	CCC #3, EO 951-A
01/01/1985	12/31/1987	TRAVEL TAX PROCESSOR	PERMANENT	11,904.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	CCC #5, EO 1000
01/01/1988	05/31/1988	TRAVEL TAX PROCESSOR	PERMANENT	13,094.40/a	PHILIPPINE TOURISM AUTHORITY	0.000	NCC #51
06/01/1988	06/30/1989	CORPORATE BOOKKEEPER A	PERMANENT	13,824.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Promotion
07/01/1989	07/01/1989	SR ACCOUNTING PROCESSOR A	PERMANENT	42,480.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	RA 6758
07/01/1989	08/04/1991	CORPORATE ACCOUNTS ANALYST	PERMANENT	45,600.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Amended PAL
08/05/1991	12/31/1993	CORPORATE ACCOUNTS ANALYST	PERMANENT	46,056.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment
01/01/1994	10/11/1994	CORPORATE ACCOUNTS ANALYST	PERMANENT	54,456.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NCC #72
10/12/1994	12/31/1994	CORPORATE ACCOUNTS ANALYST	PERMANENT	54,912.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment
01/01/1995	10/31/1995	CORPORATE ACCOUNTS ANALYST	PERMANENT	66,912.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NCC #74

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 01/12/2021

Certified Correct:

**JOSEFINA U. SORIANO**

Manager, Human Resource Services Division, ADSD

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**SERVICE RECORD**

(To be accomplished by Employer)

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(Surname) (Given Name) (Middle Name) maiden name)

BIRTH: 03/25/1957 Mamburao, Occ. Mindo Date herein should be checked from birth or  
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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)	
11/01/1995	12/31/1996	CORPORATE ACCOUNTS ANALYST	PERMANENT	85,596.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	SSL II	
01/01/1997	10/31/1997	CORPORATE ACCOUNTS ANALYST	PERMANENT	106,608.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #458, EO 389	
11/01/1997	12/22/1997	CORPORATE ACCOUNTS ANALYST	PERMANENT	129,204.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	SSL FI	
12/23/1997	12/31/1999	CORPORATE ACCOUNTS ANALYST	PERMANENT	132,432.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
01/01/2000	02/01/2001	CORPORATE ACCOUNTS ANALYST	PERMANENT	145,680.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #468, EO 219	
02/02/2001	06/30/2001	CORPORATE ACCOUNTS ANALYST	PERMANENT	149,316.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
07/01/2001	02/01/2004	CORPORATE ACCOUNTS ANALYST	PERMANENT	156,780.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #474, RA 9137	
02/02/2004	02/01/2007	CORPORATE ACCOUNTS ANALYST	PERMANENT	160,716.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
02/02/2007	06/30/2007	CORPORATE ACCOUNTS ANALYST	PERMANENT	164,736.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	
07/01/2007	06/30/2008	CORPORATE ACCOUNTS ANALYST	PERMANENT	181,212.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #511, EO 611	
07/01/2008	06/30/2009	CORPORATE ACCOUNTS ANALYST	PERMANENT	199,332.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #516, EO 719	
07/01/2009	02/01/2010	CORPORATE ACCOUNTS ANALYST	PERMANENT	217,764.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	NBC #521, EO 811	
02/02/2010	02/21/2010	CORPORATE ACCOUNTS ANALYST	PERMANENT	222,168.00/a	PHILIPPINE TOURISM AUTHORITY	0.000	Step Increment	

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Date 01/12/2021

Certified Correct:

*Josefina U. Soriano*

**JOSEFINA U. SORIANO**

Manager, Human Resource Services Division, ADSD

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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
06/24/2010	05/31/2011	CORPORATE ACCOUNTS ANALYST	PERMANENT	240,048.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC #524, EO 900
06/01/2011	05/31/2012	CORPORATE ACCOUNTS ANALYST	PERMANENT	257,916.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC #530, EO 40
06/01/2012	06/18/2013	CORPORATE ACCOUNTS ANALYST	PERMANENT	275,784.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC #540, EO 76
06/19/2013	12/31/2016	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE INCUMBENT	275,784.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	Reorganization per GCG memo order No. 2013-29 dated June 19, 2013
01/01/2017	12/31/2017	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE INCUMBENT	301,692.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC # 568, EO 201
01/01/2018	12/31/2018	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE INCUMBENT	315,552.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	NBC # 572, EO 201
01/01/2019	12/31/2020	CORPORATE ACCOUNTS ANALYST	COTERMINOUS WITH THE INCUMBENT	330,036.00/a	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY	0.000	CBC # 23, EO 201 / Optional Retirement eff 01-01-2021
*****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 01/12/2021

Certified Correct:

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

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Page 3 of 3



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

I, ARSENIA C. ESTEBAN, of the Privilege Administration Division, TRAVEL TAX 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 2020.

ARSENIA C. ESTEBAN  
Corp. Accounts Analyst - CTI  
Ratee

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

Reviewed by	Date	Approved by	Date
<u>MARILYN S. ESTILLORE</u>		<u>CRISTETO G. OCAMPO</u>	
Immediate Supervisor		OIC, Travel/Tax Department	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Travel Tax Processes	Application for Travel Tax Exemption reviewed and signed within 30 seconds with 12 corrections	5 seconds without correction	5.000		5.000	5.000	
	Application for Reduced Travel Tax reviewed and signed within 1 minute with 12 corrections	5 seconds with 1 correction	4.667		5.000	4.834	
FINAL AVERAGE RATING						4.917	

**Comments and Recommendations for Development Purposes**

*Very dedicated to the assigned tasks*

Discussed with	Date	Assessed by	Date	Final Ranking by	Date
		I certify that I discussed my assessment of the performance with the employee.			
<u>ARSENIA C. ESTEBAN</u> (EMPLOYEE NAME)				<u>CRISTETO G. OCAMPO</u> OIC, Travel Tax Department	





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

I, ARSENIA C. ESTEBAN, of the Privilege Administration Division, TRAVEL TAX 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 to December 2020.

ARSENIA C. ESTEBAN  
Corp. Accounts Analyst - CTI  
Ratee  
Date: \_\_\_\_\_

Reviewed by <u>MARLYN S. ESTILLORE</u>	Date	Approved by <u>CRISTO G. OCAMPO</u>	Date
Immediate Supervisor		OIC, Travel Tax Department	

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATOR	Actual Accomplishments	RATING				Remarks
			Q1	E2	T3	A4	
Travel Tax Processes	Application for Travel Tax Exemption reviewed and signed within 30 seconds with 12 corrections	6 seconds with 1 correction	4.833		5.000	4.917	
	Application for Reduced Travel Tax reviewed and signed within 1 minute with 12 corrections	7 seconds with 2 corrections	4.667		5.000	4.834	
FINAL AVERAGE RATING						4.875	

Comments and Recommendations for Development Purposes

She takes her assigned tasks earnestly. Seriously and too raw in her approached to all things given to her.

Discussed with	Date	Assessed by <small>I certify that I discussed my assessment of the performance with the employee.</small>	Date	Final Ranking by	Date
<u>ARSENIA C. ESTEBAN</u> (EMPLOYEE NAME)  <u>CRISTO G. OCAMPO</u> OIC, Travel Tax Department					

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

**TRAVEL TAX DEPARTMENT**

**RATING MATRICES**

**Corp. Accounts Analyst - CTI**

**ARSENIA C. ESTEBAN**

**NAIA**

MEASURES	Individual Level			
	Success Indicators	Timeliness	Efficiency	Quality
Travel Tax Processes	Application for Travel Tax Exemption reviewed and signed within 30 seconds with 12 corrections	5 - within 20 seconds 4 - within 25 seconds 3 - within 30 seconds 2 - within 45 seconds 1 - beyond 45 seconds		<u>Corrections / Cancellations for the period</u> 5 - 0 correction 4 - 1 to 6 corrections 3 - 7 to 12 corrections 2 - 13 to 18 corrections 1 - beyond 18 corrections
	Application for Reduced Travel Tax reviewed and signed within 1 minute with 12 corrections	5 - within 30 seconds 4 - within 45 seconds 3 - within 1 minute 2 - within 1.25 minutes 1 - beyond 1.25 minutes		5 - 0 correction 4 - 1 to 6 corrections 3 - 7 to 12 corrections 2 - 13 to 18 corrections 1 - beyond 18 corrections
	Application for Same-day Refund signed within 3 minutes with 6 corrections	5 - within 2 minutes 4 - within 2.5 minutes 3 - within 3 minutes 2 - within 3.5 minutes 1 - beyond 3.5 minutes		5 - 0 correction 4 - 1 to 3 corrections 3 - 4 to 6 corrections 2 - 7 to 9 corrections 1 - beyond 9 corrections

SUMMARY OF OUTPUT / SIGN TIME

MONTH	TEC		RTT		REFUND	
	TIME	CORRECTIONS	TIME	CORRECTIONS	TIME	CORRECTIONS
JULY	0:00:05	0	0:00:05	1	-	-
AUGUST	0:00:05	0	0:00:05	0	-	-
SEPTEMBER	0:00:05	0	0:00:05	0	-	-
OCTOBER	0:00:06	1	0:00:08	1	-	-
NOVEMBER	0:00:07	0	0:00:08	0	-	-
DECEMBER	0:00:08	0	0:00:08	0	-	-
TOTAL	0:00:36	1	0:00:39	2	0:00:00	0
AVERAGE	0:00:06	-	0:00:07	-	0:00:00	-

EQUIVALENT SCORE

MONTH	TEC		RTT		REFUND	
	TIME	CORRECTIONS	TIME	CORRECTIONS	TIME	CORRECTIONS
JULY	5	5	5	4	-	-
AUGUST	5	5	5	5	-	-
SEPTEMBER	5	5	5	5	-	-
OCTOBER	5	4	5	4	-	-
NOVEMBER	5	5	5	5	-	-
DECEMBER	5	5	5	5	-	-
SCORE	5	4.833	5.000	4.667	0	0.000
AVERAGE	4.917		4.833		0.000	

Rated and certified true and correct  
evidence of work performed

Reviewed by:

  
MERLITA S. RULLAN  
Immediate Supervisor

  
CRISTETO G. OCAMPO  
OIC, Privilege Administration Division



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**November 23, 2020**

(Date)

**CLEARANCE**

**TO WHOM IT MAY CONCERN:**

This is to certify that **#0501 ARSENIA C. ESTEBAN** stationed at the **Travel Tax 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 **December 31, 2020**

- |  |   |
|--|---|
| 1. _____<br>Immediate Supervisor   | 2.<br><b>CRISTETO G. OCAMPO</b><br>OIC, Travel Tax Department               |
| 3.<br><b>ROSANNA M. OLGADO</b><br>Manager, Administrative Services Dept. | 4.<br><b>IVY V. ASETRE</b><br>Manager, Legal Department                     |
| 5.<br><b>RODOLFO E. 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 <i>no EOPF member</i> |
| 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

**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.