

RECEIVED
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office Performance Commitment and Review (OPCR)

I, ROSANNA M. OLGADO, Manager of the Administrative Services Department commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for period January-June 2020.

Approved by:

ATTY. JOY M. BULAUTAN

ACOO, Administration and Finance Sector

ROSANNA M. OLGADO

Manager, Administrative Services Department

Date:

Rating Scale :	
	5 - Outstanding
	4 - Very Satisfactory
	3 - Satisfactory
	2 - Unsatisfactory
	1 - Poor

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
S.O. 9: Build and Strengthen Human and Organizational Capabilities	Competency-Based Learning and Development (CbLD)	Training Calendar for 1st Semester endorsed and signed by ACOO for Administration and Finance Sector within five (5) WDs, upon 3rd submission	Human Resource Services Division	Training Calendar for 1st Semester endorsed and signed by ACOO for Administration and Finance Sector within one (1) WD, upon 1st submission	5.000	5.000	5.000	5.000	See Annex A
Competency-Based Learning and Development (CbLD)	All related documents/communications relative to Installation of Updated Competencies endorsed and signed by ACOO for Administration and Finance Sector within five (5) WDs, upon 3rd submission	Human Resource Services Division	All related documents/communications relative to Installation of Updated Competencies endorsed and signed by ACOO for Administration and Finance Sector within one (1) WD, upon 1st submission	5.000	5.000	5.000	5.000	See Annex B	

RECEIVED	
By:	Lyla
Date:	1/14/21
Time:	11:15 AM

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office Performance Commitment and Review (OPCR)



STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	Allotted Budget	Division Accountable	Actual Accomplishments	RATING				Remarks
					Q1	E2	T3	A4	
CORE FUNCTIONS									
Recruitment, Selection and Placement (RSP)	20% of the 83 vacant position items* deliberated/shortlisted from January-June, 2020 submitted to the Office of the COO for appropriate action <i>*as of January 1, 2020</i>		Human Resource Services Division	17% of the 83 vacant position items* deliberated/shortlisted from January-June, 2020 submitted to the Office of the COO for appropriate action, acted upon 1st endorsement	5.000	5.000	5.000	5.000	See Annex C
Procurement Services	Monthly report of all procurement-related services (PCV, PO, JO, Ticketing) endorsed/signed by ACOO-AFS on the 11th WDs of the succeeding month, upon 3rd submission		General Services Division	Monthly report of all procurement-related services (PCV, PO, JO, Ticketing) endorsed/signed by ACOO-AFS before the 10th WDs of the succeeding month, upon 1st submission	5.000	5.000	5.000	5.000	See Annex D
Physical Inventory	Physical Inventory report generated by the newly developed Integrated Inventory Management System (IIMS) approved by ACOO-AFS within seven (7) WDs from submission, upon 3rd submission		General Services Division	Physical Inventory report generated by the newly developed Integrated Inventory Management System (IIMS) approved by ACOO-AFS within three (3) WDs from submission, upon 1st submission	5.000	5.000	5.000	5.000	See Annex E



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
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SUPPORT FUNCTIONS	AVERAGE RATING	CATEGORY	RATING	Q1	E2	T3	A4
Internal Customer Satisfaction	Report on the Satisfaction Survey (1st semester) of ADSD reviewed and endorsed to ACOO for Administration & Finance Sector within 3 WDs from receipt thereof and signed by ACOO-AFS within 3 revisions	Manager, ASD	Report on the Satisfaction Survey (1st semester) of ADSD reviewed and endorsed to ACOO for Administration & Finance Sector within one (1) WD from receipt thereof and signed by ACOO-AFS with no revision	5.000	5.000	5.000	See Annex F
Accomplishment Report	Quarterly Accomplishment Report reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof, and signed by ACOO-AFS with 3 revisions	Manager, ASD	Quarterly Accomplishment Report reviewed and endorsed to ACOO-AFS within one (1) WD from receipt thereof, and signed by ACOO-AFS with no revision	5.000	5.000	5.000	See Annex G
*as of January 2020							



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
Office Performance Commitment and Review (OPCR)

Monthly report of all procurement-related services (PCV, PO, JO, Ticketing) endorsed/signed by ACOO-AFS on the 11th WD of the succeeding month, upon 3rd submission	5.000	5.000	5.000	
Physical Inventory report generated by the newly developed Integrated Inventory Management System (IIMS) approved by ACOO-AFS within seven (7) WDs from submission, upon 3rd submission	5.000	5.000	5.000	
Support Function				
Report on the Satisfaction Survey (1st semester) of ADSD reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof and signed by ACOO-AFS with 3 revisions	5.000	5.000	5.000	
Quarterly Accomplishment Report reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof, and signed by ACOO-AFS with 3 revisions	5.000	5.000	5.000	
Total Overall Rating				
Final Average Rating	35.00	35.00	35.00	
Adjectival Rating	5.000	5.000	5.000	
Assessed by:	0	0	0	
Final Rating by:				
FRANCIS RANDY J. HORTELANO Manager - Corporate Planning Department				
POCHOLO J.D PARAGAS Chief Operating Officer				

ADMINISTRATIVE SERVICES DEPARTMENT
RATING MATRICES
January - June 2020

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	DEPARTMENT LEVEL	
		Timeliness	Quality
SO 9: Build and Strengthen Human and Organizational Capabilities			
Competency-based Learning and Development (CbLD)	Training Calendar for 1st Semester endorsed and signed by ACOO for Administration and Finance Sector within five (5) WDs, upon 3rd submission	5 - approved within 1 WD 4 - 2-4 WD 3 - 5 WD 2 - 6-9 WD 1 - beyond 10 WD	5 – Approved by the ACOO-AFS upon 1st submission 4- upon 2nd submission 3 – upon 3rd submission 2 – upon 4th submission 1 - not approved 5 – Approved by the ACOO-AFS upon 1st submission
CORE FUNCTIONS			
Recruitment, Selection and Placement (RSP)	20% of the 83 vacant position items * deliberated and shortlisted from January to June 2020 submitted to the COO for appropriate action <i>*as of January 2020</i>	5 - 20% deliberated/shorlisted 4- 15% 3- 10% 2- 5% 1- beyond 5%	5 – Acted upon 1st endorsement 4-2nd endorsement 3 – 3rd endorsement 2 – 4th endorsement 1 - 5th endorsement
Procurement Services	Monthly report of all procurement-related services (PCV, PO/IO, Ticketing) endorsed/signed by ACOO on the 11th WD of the succeeding month, upon 3rd submission	5 - endorsed before the 10th of the succeeding month 4- on the 10th WD of the succeeding month 3- on the 11th WD of the succeeding month 2- on the 12th WD of the succeeding month 1- beyond 12th WD of the succeeding month	5 – Approved by the ACOO-AFS upon 1st submission 4- upon 2nd submission 3 – upon 3rd submission 2 – upon 4th submission 1 - upon 5th submission

ADMINISTRATIVE SERVICES DEPARTMENT
RATING MATRICES
January - June 2020

STRATEGIC OBJECTIVES/ FUNCTIONS	SUCCESS INDICATORS	DEPARTMENT LEVEL	
		Timeliness	Quality
Physical Inventory	Physical Inventory Report generated by the newly developed Integrated Inventory Management System (IMS) approved by ACOO-AFS within seven (7) WDs upon 3rd submission	5 - approved within 1-3 WD 4 - 4-6 WD 3 - 7 WD 2 - 8-11 WD 1 - beyond 11 WD	5 - Approved by ACOO-AFS upon 1st submission 4 - upon 2nd submission 3 - upon 3rd submission 2 - upon 4th submission 1 - not approved
SUPPORT FUNCTIONS			
Internal Customer Satisfaction	Report on the Satisfaction Survey (1st semester) of ADSD review and endorsed to ACOO for Administration & Finance Sector within 3 WDs from receipt thereof and signed by ACOO-AFS within 3 revisions	5 - Endorsed within 1WD 4 - within 2 WDs 3 - within 3 WDs 2 - within 4 WDs 1 - beyond 4 WDs	5 - Signed by ACOO-AFS with no revision 4 - with 1-2 revisions 3 - with 3 revisions 2- with 4 revisions 1 - beyond 4 revisions
Accomplishment Report	Quarterly Accomplishment Report reviewed and endorsed to ACOO-AFS within 3 WDs from receipt thereof, and signed by ACOO-AFS, with 3 revisions	5 - Endorsed within 1 WD 4 - within 2 WDs 3 - within 3 WDs 2 - within 4 WDs 1 - beyond 4 WD	5 - Signed by ACOO-AFS with no revision 4- with 1-2 revisions 3 - with 3 revisions 2- with 4 revisions 1 - beyond 4 revisions

I agree to be rated in accordance with the indicated measures and standards set for my performance.

I certify that I have discussed, reviewed and approved the indicated measures and standards set with the employee.

Signature
ROSANNA M. OLGADO
Manager, Administrative Services Dept.

Signature
ATTY. JOY M. BULAUTAN
ACOO for Administration and Finance
Sector Head



ROSANNA M. OLGADO

May we request your signature on the attached
training calendar for the year.

DATE : 3 February 2020

SUBJECT : CY 2020 Training Calendar

Administrator Services Department

FROM : The Manager

Assistant Chief Operating Officer

FOR : Atty. Joy M. Bulauitan

Tourism Infrastructure & Enterprise Zone Authority
Republic of the Philippines



Thank you.

For your review and approval, Ma'am.

Attached herewith is the contract from our consultant, Profiles Asia, detailing the terms and conditions for the additional position titles that shall be profiled. Please note that this shall cover the 207 unique positions we have in the Authority.

DATE : 22 June 2020

SUBJECT : Development/ Revision of Additional Ninety-Six (96) Position Profiles

MANAGER, ADMINISTRATIVE SERVICES DEPARTMENT

FROM : ROSANNA M. OLGAZO

ACCO, ADMINISTRATION AND FINANCE SECTOR

FOR : ATTY. JOY M. BULAUTIAN

MEMORANDUM

AUTHORITY

ZONE

ENTERPRISE

INFRASTRUCTURE AND

TOURISM

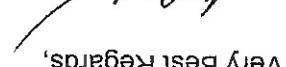


6th & 7th Floors, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
EDSA Extension Bay Area
Pasay City 1302
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(+632) 8249 - 5900 loc. 625
Email: leamling@tieza.gov.ph

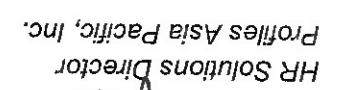
"This proposal is for Tourism Infrastructure and Enterprise Zone Authority only and contains confidential, copyrighted and proprietary information. It may be distributed INTERNALLY only, and only for the purposes of evaluation on the strict understanding that it will not be shared with anyone outside of the organization."

Ortigas Center, 1605 Pasig City, Philippines | 6000 Cebu City, Philippines | 11th Floor, Applicom Tower, Mandaue Ave.,

Page 1 of 2

- Very Best Regards,

 Noted by:

 Marj Joy Eufractions
 HR Solutions Consultant

 Janina Rose Gorpuz
 HR Solutions Director

 Profiles Asia Pacific, Inc.
 Profiles Asia Pacific, Inc.
- All other terms and conditions per our contract dated October 23, 2019 shall remain unchanged.
- Please confirm your acceptance of this ADDENDUM by completing the Acceptance Statement on the succeeding page and sending a signed copy to any of the undersigned.
3. Profiles Asia Pacific, Inc. will issue an invoice for the aforementioned additional cost upon receipt of the signed copy of this addendum, which will be payable within thirty (30) days from date of invoice.
2. The price quoted herein is inclusive of VAT.
1. Profiles Asia Pacific, Inc. will develop/review additional 96 position profiles to cover all the 207 unique positions in TIEZA subject to an additional cost of Three Hundred Fifty Thousand Pesos (P350,000.00) indicated in the list annexed to this addendum.

This addendum provides for the inclusion of the development revision of 96 additional positions to that provided for by our current contract dated October 23, 2019, which only covers 111 position profiles. Corollary to that, Profiles Asia Pacific, Inc. provides for the following additional terms:

Dear Atty. Joy:

RE: Development Revision of Additional Ninety-Six (96) Position Profiles

Administrative Services Department

THROUGH: DR. ROSANNA M. OLGADO

ACOO, Administration and Finance Sector

ATTENTION: ATTY. JOY BULAUTAN

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)
 7th Floor, Tower 1 Double Dragon, Double Dragon Meralian Park,
 Macapagal Ave. cor. EDSA Extension, Bay Area, Pasay City

June 22, 2020

GROUP OF COMPANIES

Page 2 of 2

"This proposal is for Tourism Infrastructure and Enterprise Zone Authority only and contains confidential, copyrighted and proprietary information. It may be distributed INTERNALLY only, and only for the purposes of evaluation on the strict understanding that it will not be shared with anyone outside of the organization."

PROFILES GROUP OF COMPANIES
Ortigas Center, 1602 OM-Citra Building, 39 San Miguel Avenue, 6000 Cebu City, Philippines
11th Floor AppleOne-Educocom Tower, Mindanao Ave., Davao City, Philippines

Date Signed: _____
Atty. JAY Bulauitan

ACCO, Administration and Finance Sector

TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY (TIEZA)

The conditions of this letter are accepted this _____ day of _____ 2020.

ACCEPTANCE STATEMENT

ENCLOSURE: LIST OF 207 UNIQUE POSITIONS

GROUP OF COMPANIES



MANILA	CEBU	Fax: (02) 635 0016	Tel: (32) 318 4935	Email: solutions@TheProfilesGroup.com
				Moblie: 09778041287

Activities	Estimated Time/ Completion Date	Output/Deliverables	c. JOB ANALYSIS: To update existing Competency Model and develop Competency-based Job Profiles	d. Formatting according to CSC's requirements of interviews and synthesis of existing competencies	e. DESK REVIEW: Review, analysis, and synthesis of existing competencies	f. Formatting according to CSC's requirements of interviews and synthesis of existing competencies	g. Conduct of interviews and FGDS for Validation of the Based Job Profiles	h. Conduct of interviews and FGDS for Validation of the Based Job Profiles	i. Greater Manila area	j. Phone interview and online face-to-face interviews outside Metro Manila	k. Out of town interviews if necessary	l. Online survey is optional
	January - April 2020		May - August 2020									

In the interest of maintaining consistent interpretation and understanding of the agreed revised deliverables of our GCG target, considering the Enhanced Community Quarantine situation in Luzon affecting the Authority, below are the details of the adjustments:

FROM : The Manager, Administrative Services Department
 SUBJECT : Revised 2020 GCG Target - SM 10: Installation of Updated Competencies
 DATE : 16 April 2020
 THRU : Ms. ANNA LEAH R. BAYOT
 : Atty. IVY V. ASETRIE
 : Officer-in-Charge, Corporate Planning Department
 : Division Manager, Strategic Planning Division
 : ATTY. JOY M. BULAUTAN

 ACDD, Administration and Finance Sector
 ATTY. JOY M. BULAUTAN
 : Division Manager, Strategic Planning Division
 : The Manager, Administrative Services Department
 : DESK REVIEW: Review, analysis, and synthesis of existing competencies

MEMORANDUM

AUTHORITY ZONE ENTERPRISE INFRASTRUCTURE AND TOURISM



TO : Atty. IVY V. ASETRIE
 : Officer-in-Charge, Corporate Planning Department
 : Division Manager, Strategic Planning Division
 : Atty. JOY M. BULAUTAN
 : The Manager, Administrative Services Department
 : DESK REVIEW: Review, analysis, and synthesis of existing competencies

Rosanna M. Olgado

d. Preparation of Draft Competency Framework and Job Description writing	September -	2020	i. Enhance existing competency tables ii. Create/update descriptors for each competency per proficiency level iii. Develop competency-based job profiles iv. Review and finalization of proficiency levels - leveling and classification v. According to CSC's format as required by GCG e. Validation Workshop / Presentation of final output by GCG
f. Submission of final output with approval from TIEZA's project team			
g. Consultation			

2

COO's Action / Instruction:

Name	Rating	Ranking	Remarks
1. Hurua, Trina Lin B.			

B. Sr. Corporate Accounts Analyst / SG-15 / TAMD-528 (Private TEZ)

COO's Action / Instruction:

Name	Rating	Ranking	Remarks
1. Pudan, Joyrette C.			
2. Apigo, Rosemarie D.			
3. Matibag, Artemio G.			
4. Paglinagan, John Philip B.			

*With lacking requirement on training

A. Division Manager A / SG-24 / TAMD-484 (Compliance Monitoring Division)

TEZ ASSISTANCE AND MONITORING DEPARTMENT

Sir, after due deliberation, we respectfully submit the shortlist of applicants for your action.

FOR : The Chief Operating Officer

FROM : The Human Resource Merit Promotion and Selection Board

SUBJECT : Recommendation for Appointment

DATE : March 11, 2020

MEMORANDUM

2020-03-17
2020-03-17

C. Srt. Corporate Accounts Analyst / SG-15 / TAMD-529 (Private TEZ) **Deferred**
 COO's Action / Instruction:
 Thank you.
 1. WILLAFUERTE, Roberto R.
 2. Acibala, Jhelic R.
 3. Bocar, Ivor Joshua T.
 Dr. ROSANNA M. OLGA DO
 JOSEFINA U. SORIANO
 NENITA R. MEDINA
 TEA Rankand File Representative
 Human Resource Management Representative
 ATTY. KARENMAE G. SARINAS-BAYDO
 ACOO, TEZ Management Sector
 HERNANDO A. ENAL
 End User

Name	Rating	Ranking	Remarks
1. WILLAFUERTE, Roberto R.			
2. Acibala, Jhelic R.			
3. Bocar, Ivor Joshua T.			

End-User

FLORENCIOD A. ABENES

Human Resource Management
TEA Rank and File Representative
Representative

JOSEFINA U. SORIANO

NENITA R. MEDINA

H. G. HOWAWL

TEA Rank and File Representative

Chairperson

DR. ROSANNA M. OLGAADO

Thank you.

COO's Action / Instruction:

*With attached justification letter

Name	Rating	Ranking	Remarks
4. Rullan, Merlita S.			
3. Panaligan, Romeo M.*			
2. Amon, Eugene Jason M.			
1. Balingeton, Regima V.			

SUPERVISING TAX SPECIALIST / SG-22 / TAXD-184 (PROVINCIAL)

TRAVEL TAX DEPARTMENT

Sir, after due deliberation, we respectfully submit the shortlist of applicants for your action.

MEMORANDUM

AUTHORITY
ZONE
ENTERPRISE
TOURISM
INFRASTRUCTURE AND
DOUBLE DRAGON PLAZA
6th & 7th floors, Tower I
(+632) 8249-5900 loc. 625
DD Meridian Park
Macapagal Avenue corner
EDSA Extension
1302 Bay Area, Pasay City
EDSA Extension
Administrator Services (tieza.gov.ph)
www.tieza.gov.ph



3

COO's Action / Instruction:

Name	Rating	Ranking	Remarks
1. Tuazon, Jason C.			
2. Martiano, Camille C.			

C. Travel Tax Officer C / SG-11/TAXD-303 / DMINA

COO's Action / Instruction:

Name	Rating	Ranking	Remarks
1. Dela Cruz, Donna D.			
2. Goopio, Josie R.*			
3. Sia, Maria Nikki Anne E.			

B. Sr. Travel Tax Officer B / SG-17 / DMINA / TAXD-290.

COO's Action / Instruction:

Name	Rating	Ranking	Remarks
1. Susi, Alex Murphy C.			

A. Sr. Travel Tax Officer B / SG-17 / DMINA / TAXD-291.

TRAVEL TAX DEPARTMENT

Sir, after due deliberation, we respectfully submit the shortlist of applicants for your action.

FOR : The Chief Operating Officer
 FROM : The Human Resource Merit Promotion and Selection Board
 SUBJECT : Recommendation for Appointment
 DATE : February 12, 2020

MEMORANDUM

TOURISI INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
 6fl., 27th Floors, Tower I
 DoubleDragon Plaza
 DD Meridian Park
 +(632) 8249-5900 loc. 6
 Macapagal Avenue corner
 EDSA Extension
 1302 Bay Area, Pasay City
 www.tieza.gov.ph
 AdminServices@tieza.gov.ph



Name	Rating	Ranking	Remarks
1. Amcheta, Lileah D.			
2. Imaba, Mark Leandro L.			
3. Macatangay, Dorothy D.			
4. Gattinga, Gil Ernest M.			
1. Cano, Rachell Ann C.			
2. Agbime, Josephine T.			
3. Samera, Genaro III V.			
4. Walliser, Marjorie B.			
5. Catu, Alleen M.			

E. St. Travel Tax Officer A / SG-19 / TAXD-211 / NAIA

COO's Action / Instruction:

Thank you.

Dr. ROSANNA M. OLGA DO
Chairperson

Atty. REBECCA RUTCHIELE Q. AUSTRIA
TEA Rank and File Representative

NEITA R. MEDINA
TEA Rank and File Representative

FLORENCE Y. ABENES
Human Resource Management End-User Representative

JOSEFINA U. SORIANO
Human Resource Management End-User Representative

Name	Rating	Ranking	Remarks
1. Amcheta, Lileah D.			
2. Imaba, Mark Leandro L.			
3. Macatangay, Dorothy D.			
4. Gattinga, Gil Ernest M.			
1. Cano, Rachell Ann C.			
2. Agbime, Josephine T.			
3. Samera, Genaro III V.			
4. Walliser, Marjorie B.			
5. Catu, Alleen M.			

D. Travel Tax Officer C / SG-11 / TAXD-254, 264, 285 / NAIA (3 Vacant Items)

COO's Action / Instruction:

Thank you.

COO's Action / Instruction:

Name	Ranking	Rating	Remarks
1. Horotelano, Francis Randy J.			
2. Del Rosario, Vilma P.			
3. Palma, Norvini M.			
4. Bayot, Anna Leah R.			
5. Tumao, Irene R.			

A. Department Manager A / SG-26 / COPD-054

I. CORPORATE PLANNING DEPARTMENT

Sir, after due deliberation, we respectfully submit the shortlist of applicants for your action.

FROM : The Human Resource Merit Promotion and Selection Board
 SUBJECT : Recommendation for Appointment
 DATE : February 14, 2020
 FOR : The Chief Operating Officer

MEMORANDUM

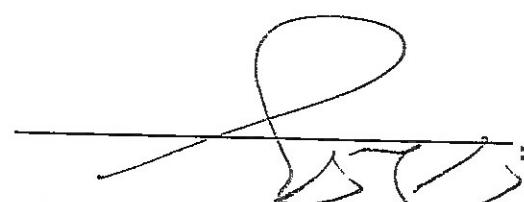
TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

6th & 7th floors, Tower 1, Dragon Plaza, DD Meridian Park, Makapagal Avenue corner EDSA Extension, Pasay City 1302 Bay Area, Pasay City
 (+632) 8249-5900 loc. 625
 Double Dragon Plaza
 Adminservices@tieza.gov.ph
 www.tieza.gov.ph



III. MANAGEMENT INFORMATION SYSTEMS DEPARTMENT
 MID 026

Name	Rating	Ranking	Remarks
1. Dela Cruz, Raduel S.			
2. Oriundo, Antonio Mart L.			

COO's Action / Instruction:

 Thank you.

Atty. JOY M. BUAUTAN

COO's Representative
 Dr. ROSSANNA M. OLGA DO

MICHELLE MAE V. VIVO

COO's Representative
 Human Resource Mgmt. Representative

COO's Representative

Sir, after due deliberation, we respectfully submit the shortlist of applicants for your action.

I. TRAVEL TAX DEPARTMENT

A. TRAVEL TAX OFFICER AC / SG-15 / TAXD-175

Applicants	Total Score	Overall Ranking
1. Dela Cruz, Alyssa Marie V.	-	-
2. Aduna, Grecia T.	-	-
3. Carranza, Allan T.	-	-
4. Autuibo, Neha Mae D.	-	-

C. TRAVEL TAX OFFICER AC / SG-15 / TAXD-180

Applicants	Total Score	Overall Ranking
1. Divina, Andrea Camille M.	-	-
2. Adam, Janina Rose A.	-	-
3. Mayores, Gilberto III V.	-	-
4. Domondon, Jazelle R.	-	-
5. Duagui, Numeriano H.	-	-
6. Martin, Ann Janette F.	-	-
7. Magdarao, Rhoda S.	-	-
8. Lipaoapo, Rockeller T.	-	-
9. Tomas, Marlyn R.	-	-

The Board has recommended that the ranking of all applicants be lumped according to their position title (Travel Tax Officer-A - SG-15) but with different Item Numbers (TAXD 175, 179, 180). In effect, the ranking will now be, as follows:

Note: Rating instead of ranking them per item number considering that they all applied for the same position title (Travel Tax Officer-A - SG-15) but with different Item Numbers (TAXD 175, 179, 180).



End-User/OC, Travel Tax Dept.

CRISTEJO G. OCAMPO

4/9/92

Human Resource Management Representative
Rank and File Representative

JOSÈFINA U. SORIANO

M. Williams

NETITA R. MEDINA

Netita Medina

Chairperson/End-User

ROSANNA M. OLGA DO

Rosanna M. Olgado

Thank you.

COO's Action / Instruction:

1. Escudera, Ken Jeffre B.

Name	Rating	Ranking	Remarks

A. HRMO I / SG - 11 / ADDD - 092 / Human Resource Services Division

II. ADMINISTRATIVE SERVICES DEPARTMENT

COO's Action / Instruction:

*W/ justification letter

5. Domondon, Jazelle R.

4. Mayores, Gilbert III V.*

3. Adami, Janina Rose A.

2. Divina, Andrea Camille M.

1. Dela Cruz, Alyssa Marie V.

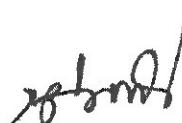
Applicants	Total Score	Ranking	Remarks

Travel Tax Officer A / SG-15 / Examination Division / TAXD-175, 179 & 180 (3 Vacant Items)

Date: 02/06/2020
ACOO, Administration & Finance Sector
ATTY. JOY M. BULAUTIAN

Certified true and correct:

Date: 02/04/2020
Manager, Administrative Services Department
ROSANNA M. OLGA DO

Prepared by : 

PROCUREMENT RELATED-SERVICES	QUANTITY	NUMBER OF SIGNED PCV	NUMBER OF SIGNED PO	NUMBER OF SIGNED JI	NUMBER OF SIGNED PAL	NUMBER OF SIGNED PAYMENT	FOR CEBU AIR	NUMBER OF SIGNED PAYMENT	FOR INTERNATIONAL TICKET	NONE	Certified true and correct:
	68	5	6	11	2						

PROCURMENT-RELATED SERVICES
MONTHLY REPORT
JANUARY 2020

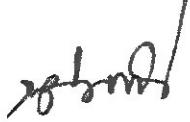
Anny D

Date: 03/03/2020
ACOO, Administration & Finance Sector

ATTY. JOY M. BULAUTIAN

Certified true and correct:

Date: 03/03/2020
Manager, Administrative Services Department
ROSANNA M. OLGAZO

Prepared by : 

PROCUREMENT RELATED-SERVICES	QUANTITY
NUMBER OF SIGNED PCV	54
NUMBER OF SIGNED PO	3
NUMBER OF SIGNED JO	10
NUMBER OF SIGNED PAYMENT FOR PAL	1
NUMBER OF SIGNED PAYMENT FOR CEBU AIR	NONE
NUMBER OF SIGNED PAYMENT FOR INTERNATIONAL TICKET	NONE

PROCUREMENT-RELATED SERVICES
MONTHLY REPORT
FEBRUARY 2020

Date: 04/09/2020
ACOO, Administration & Finance Sector

ATTY. JOY M. BULAUTAN

Certified true and correct:

Date: 04/17/2020
Manager, Administrative Services Department

ROSANNA M. OLGADO

Prepared by : 

COVID-19 Pandemic
Note: No processing of plane tickets due to

PROCUREMENT RELATED-SERVICES	QUANTITY	NUMBER OF SIGNED PCV	NUMBER OF SIGNED PO	NUMBER OF SIGNED JO	NUMBER OF SIGNED PAL	NUMBER OF SIGNED PAYMENT FOR CEBU AIR	NUMBER OF SIGNED PAYMENT FOR INTERNATIONAL TICKET
	22	3		11			NON

MONTHLY REPORT
PROCUREMENT-RELATED SERVICES

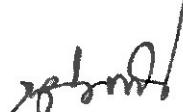
MARCH 2020

Date: 05/05/2020
ACCO, Administration & Finance Sector

ATTY. JOY M. BULAUTAN

Certified true and correct:

Date: 05/05/2020
Manager, Administrative Services Department
ROSANNA M. OLGADO

Prepared by : 

Note: No processing of plane tickets due to
COVID-19 Pandemic

PROCUREMENT RELATED-SERVICES	QUANTITY	NUMBER OF SIGNED PCV	NUMBER OF SIGNED PO	NUMBER OF SIGNED JO	NUMBER OF SIGNED PAYMENT	FOR CEBU AIR	FOR INTERNATIONAL TICKET
		None	None	None	None	None	None

APRIL 2020
MONTHLY REPORT
PROCUREMENT-RELATED SERVICES

Date: 02/11/2020
ACOO, Administration & Finance Sector

ATTY. JOY M. BULAWITAN

Certified true and correct:

Date: 06/09/2020

Manager, Administrative Services Department

ROSANNA M. OLGADO

Prepared by :

COVID-19 Pandemic

Note: No processing of plane tickets due to

PROCUREMENT RELATED-SERVICES	QUANTITY	NUMBER OF SIGNED PCV	NUMBER OF SIGNED PO	NUMBER OF SIGNED JO	NUMBER OF SIGNED PAL	NUMBER OF SIGNED PAYMENT	FOR CEBU AIR	NUMBER OF SIGNED PAYMENT	FOR INTERNATIONAL TICKET	NONE	02/11/2020

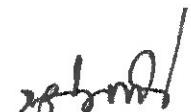
PROCUREMENT-RELATED SERVICES
MONTHLY REPORT
MAY 2020

Date: 07/09/2020
ACOO, Administration & Finance Sector

ATTY. JOY M. BULAUTAN

Certified true and correct:

Date: 07/09/2020
Manager, Administrative Services Department
ROSANNA M. OLGADO

Prepared by : 

PROCUREMENT RELATED-SERVICES	QUANTITY
NUMBER OF SIGNED PO	5
NUMBER OF SIGNED PCV	14
NUMBER OF SIGNED JO	7
NUMBER OF SIGNED PAYMENT FOR PAL	3
NUMBER OF SIGNED PAYMENT FOR CEBU AIR	1
NUMBER OF SIGNED PAYMENT FOR INTERNATIONAL TICKET	NONE

JUNE 2020
MONTHLY REPORT
PROCUREMENT-RELATED SERVICES



**TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
MAIN OFFICE**

**REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT
INTEGRATED INVENTORY MANAGEMENT SYSTEM**

As at 31 December 2019

Verified Correct by:

PATRICIO S. CELENDRO, JR.

Signature over Printed Name of Inventory Committee
Chair and Members

AIREEN A. ESTRELLA / EVELYN C. BOADO / NOILE P. GUTIERREZ

Members

MICHAEL R. PALTENO / CRISANTO B. LIM / SAMUEL G. CUBALES

Members

by:

Verified by:

RAUL P. AMANONCE

Signature over Printed Name of IAD Representative

ARDEN A. LEJANO

Signature over Printed Name of COA Representative

Recommending Approval:

ROSSANNA M. OLGADO 02/03/2020

Manager, Administrative Services Department

ACOO for Administration and Finance Sector

02/05/2020

Approved by:

ANA RUTH L. MATEO

Manager, General Services Division

ACOO for Administration and Finance Sector

02/05/2020

POCHOLO D. PARAGAS

Chief Operating Officer



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
MAIN OFFICE - REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT
INTEGRATED INVENTORY MANAGEMENT SYSTEM

As at 31 December 2019

PARTICULAR	BALANCE PER CARD	BALANCE PER COUNT	OVERAGE	SHORTAGE
OFFICE EQUIPMENT	539,554.00	539,554.00	-	-
FURNITURE & FIXTURES	18,460,744.00	18,460,744.00	-	-
INFORMATION TECHNOLOGY EQUIPMENT & SOFTWARE	23,975,150.00	23,975,150.00	-	-
OTHER MACHINERIES AND EQUIPMENT	314,218.00	314,218.00	-	-
GRAND TOTAL	43,289,666.00	43,289,666.00		

Prepared by:

Aireen A. Estrella
AIREEN A. ESTRELLA
 Property Officer A

Reviewed by:

Patricio S. Celendro, Jr.
PATRICIO S. CELENDRO, JR.
 Property Officer V

Checked by:

Ana Ruth L. Mateo
ANA RUTH L. MATEO
 FISD Representative

Noted by:

Full
Full
 Manager, General Services Division



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY
SUMMARY REPORT ON ANNUAL PHYSICAL INVENTORY - (Bookup)
CALENDAR YEAR 2019

	PER BOOK	TOTAL	PER COUNT	TOTAL	SHORT VALUE	TOTAL	OVER VALUE	TOTAL
OFFICE EQUIPMENT								
MAIN								
MAIN OFFICE								
TRAVEL TAX UNITS								
NAIA TERMINAL 1 TRAVEL TAX UNIT	44,000.00	132,000.00	44,000.00	132,000.00	0.00	0.00	0.00	0.00
NAIA TERMINAL 2 TRAVEL TAX UNIT	44,000.00	44,000.00	44,000.00	44,000.00	0.00	0.00	0.00	0.00
NAIA TERMINAL 3 TRAVEL TAX UNIT	44,000.00	44,000.00	44,000.00	44,000.00	0.00	0.00	0.00	0.00
TOTAL :		539,554.00		539,554.00		0.00		0.00
GRAND TOTAL :		539,554.00		539,554.00		0.00		0.00

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

MAIN OFFICE - (PROPERTY, PLANT AND EQUIPMENT) : Bookup
{Type of Property, Plant and Equipment}

As at December 31, 2019

Fund Cluster:

MATTEO, ANA RUTH L.

DIVISION MANAGER A

GENERAL SERVICES DIVISION

is accountable, having assumed such accountability on

December 31, 2019

REMARKS

DATE PURCHASE	ARTICLE DESCRIPTION	PROPERTY NUMBER	UNIT	UNIT VALUE	BALANCE PER CARD		ON HAND PER ACCOUNT		SHORT		OVER		ISSUED TO	LOCATION	OTHERS
					QTY	VALUE	QTY	VALUE	QTY	VALUE	QTY	VALUE			
MAIN OFFICE : COMMISSION ON AUDIT															
	Office Equipment														
Jun-11-2019	PAPER SHREDDER : INTIMUS 2000 HD SAN	2019-059-OEO0-221-089725	Set	23,950.00	1	23,950.00	1	23,950.00	0	0.00	0	0.00	Marianne Q. Gilda	COMMISSION ON AUDIT	
					SUB-TOTAL	1	23,950.00	1	23,950.00	0	0.00	0	0.00		
MAIN OFFICE : MANAGEMENT INFORMATION SYSTEMS DEPARTMENT															
	Office Equipment														
Aug-22-2019	SAFE: GOODWILL SD-775 SMART ELECTRONIC LOCK AND KEY LOCK SIN1LT58800842	2019-057-FF00-222-089990	Set	49,999.00	1	49,999.00	1	49,999.00	0	0.00	0	0.00	Raquel S. Dela Cruz	MANAGEMENT INFORMATION SYSTEMS DEPARTMENT	
					SUB-TOTAL	1	49,999.00	1	49,999.00	0	0.00	0	0.00		
MAIN OFFICE : OFFICE OF THE ACOO FOR ARCHITECTURAL AND ENGINEERING															
	Office Equipment														
May-16-2019	COPIER MACHINE : KYOCERA MULTI-FUNCTION LASER COPIES SIN1LT58800842	2019-054-0500-221-009860	Set	45,828.00	1	45,828.00	1	45,828.00	0	0.00	0	0.00	Nestor M. Domalanta	OFFICE OF THE ACOO FOR ARCHITECTURAL AND ENGINEERING	
					SUB-TOTAL	1	45,828.00	1	45,828.00	0	0.00	0	0.00		
MAIN OFFICE : OFFICE OF THE ACOO FOR TOURISM ENTERPRISE ZONE MANAGEMENT															
	Office Equipment														
Oct-29-2019	PAPER SHEDDER : STARPOINT SIN:1812020057	2019-070-0500-221-012471	Set	17,450.00	1	17,450.00	1	17,450.00	0	0.00	0	0.00	Catherine E. Sta. Clara	OFFICE OF THE ACOO FOR TOURISM ENTERPRISE ZONE MANAGEMENT	
					SUB-TOTAL	1	17,450.00	1	17,450.00	0	0.00	0	0.00		
MAIN OFFICE : OPERATIONS DEPARTMENT															
	Office Equipment														
Feb-01-2019	COPIER MACHINE : HP Laserjet (Printer,Copier,Scanner) w/extra tray SIN1CB80LBV008	2019-072-0500-222-005464	Set	77,767.00	1	77,767.00	1	77,767.00	0	0.00	0	0.00	Mary Jane S. Andres	OPERATIONS DEPARTMENT	
					SUB-TOTAL	1	77,767.00	1	77,767.00	0	0.00	0	0.00		
MAIN OFFICE : TRAVEL TAX DEPARTMENT															
	Office Equipment														
Apr-29-2019	COPIER MACHINE : SHARP MULTIFUNCTIONAL DIGITAL SIN:8300T73IX	2019-045-0500-221-0105600	Set	44,000.00	1	44,000.00	0	0.00	0	0.00	0	0.00	Eima Raissa S. Bustamante	TRAVEL TAX DEPARTMENT	
Nov-15-2019	CURRENCY COUNTER : NIRO counting speed 1500cs./min.(fast,medium and slow),300 sheets hopper cap,200 sheets slaker cap/w.U.V. counterfeit detector SIN:NBB01001	2019-078-0500-221-012506	Set	24,760.00	1	24,760.00	0	0.00	0	0.00	0	0.00	Abigail F. Beranira	TRAVEL TAX DEPARTMENT	



TOURISM INFRASTRUCTURE AND ENTERPRISE ZON AUTHORITY
SUMMARY REPORT ON ANNUAL PHYSICAL INVENTORY - (Bookup)
CALENDAR YEAR 2019

	PER BOOK	TOTAL	PER COUNT	TOTAL	SHORT VALUE	TOTAL	OVER VALUE	TOTAL
FURNITURE AND FIXTURES								
MAIN								
MAIN OFFICE	18,414,244.00	18,414,244.00	18,414,244.00	18,414,244.00	0.00	0.00	0.00	0.00
ENTITIES								
TEZ DESIGNATED AREAS	46,500.00	46,500.00	46,500.00	46,500.00	0.00	0.00	0.00	0.00
TOTAL :		18,460,744.00		18,460,744.00		0.00		0.00
GRAND TOTAL :		18,460,744.00		18,460,744.00		0.00		0.00

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

MAN OFFICE - (PROPERTY, PLANT AND EQUIPMENT) Bookup

(Type of Property, Plant and Equipment)

Fund Cluster:

MATEO, ANA RUTH L.

DIVISION MANAGER A

is accountable, having assumed such accountability on December 31, 2019

As at

December 31, 2019

PURCHASE DATE	ARTICLE DESCRIPTION	PROPERTY NUMBER	UNIT	UNIT VALUE	GENERAL SERVICES DIVISION		SHORT	OVER	ISSUED TO	LOCATION	REMARKS	OTHERS
					BALANCE PER CARD QTY	ON HAND PER ACCOUNT VALUE						
MAIN OFFICE : ADMINISTRATIVE SERVICES DEPARTMENT												
Jul-11-2018	Furniture and Fixtures SOFA: w/ backrest cushioned & upholstered leatherette SIN:	2018-055-FF00-222-002652	Set	48,000.00	1	48,000.00	1	48,000.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	SOFA: w/ backrest cushioned and upholstered leatherette(Olgado) SIN:	2018-055-FF00-222-002665	Set	39,000.00	1	39,000.00	1	39,000.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	SOFA: w/ backrest cushioned and upholstered leatherette(Olgado) SIN:	2018-055-FF00-222-002671	Set	39,000.00	1	39,000.00	0	0.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	TABLE: w/MDF board finish, leather writing pad, w/ side return and SIN:	2018-055-FF00-222-002810	Set	65,000.00	1	65,000.00	1	65,000.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	DRAWER : 3 drawers SIN:	2018-055-FF00-222-002859	Set	0.00	1	0.00	1	0.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	SOFA: backrest cushioned and upholstered in leatherette SIN:	2018-055-FF00-222-002877	Set	40,000.00	1	40,000.00	0	0.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	TABLE: w/MDF top & legs, built in keyboard tray, grey SIN:	2018-055-FF00-222-002878	Set	35,500.00	1	35,500.00	0	0.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	TABLE: w/ MDF top for table top & legs Ivory white SIN:	2018-055-FF00-222-002883	Set	30,000.00	1	30,000.00	0	0.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	TABLE: w/ MDF top & legs, built in keyboard tray, grey SIN:	2018-055-FF00-222-002919	Set	15,500.00	1	15,500.00	1	15,500.00	0	0.00	0.00	Iriz Mae C. Irizare
Nov-16-2018	DRAWER : 3 drawers SIN:	2018-055-FF00-222-002998	Set	0.00	1	0.00	0	0.00	0	0.00	0.00	Iriz Mae C. Irizare
Nov-16-2018	TABLE: w/ MDF top & legs, built in keyboard tray, gray SIN:	2018-055-FF00-222-002924	Set	15,500.00	1	15,500.00	1	15,500.00	0	0.00	0.00	Iriz Mae C. Irizare
Nov-16-2018	DRAWER : 3 drawers SIN:	2018-055-FF00-222-002999	Set	0.00	1	0.00	1	0.00	0	0.00	0.00	Iriz Mae C. Irizare
Nov-16-2018	TABLE: w/ MDF top & legs, built in keyboard tray, gray SIN:	2018-055-FF00-222-002930	Set	15,500.00	1	15,500.00	1	15,500.00	0	0.00	0.00	Iriz Mae C. Irizare
Nov-16-2018	DRAWER : 3 Drawers SIN:	2018-055-FF00-222-003003	Set	0.00	1	0.00	1	0.00	0	0.00	0.00	Iriz Mae C. Irizare
Nov-16-2018	TABLE: w/ MDF top & legs, built in keyboard tray, gray SIN:	2018-055-FF00-222-002934	Set	15,500.00	1	15,500.00	1	15,500.00	0	0.00	0.00	Alvin O. Ero
Nov-16-2018	DRAWER : 3 drawers,gray SIN:	2018-055-FF00-222-003006	Set	0.00	1	0.00	1	0.00	0	0.00	0.00	Alvin O. Ero
Nov-16-2018	SOFA: black leatherette stainless steel legs in chrome SIN:	2018-055-FF00-222-003395	Set	38,000.00	1	38,000.00	1	38,000.00	0	0.00	0.00	Joy M. Bulauilan
Nov-16-2018	SOFA : black leatherette stainless steel legs in chrome SIN:	2018-055-FF00-222-003397	Set	32,000.00	1	32,000.00	1	32,000.00	0	0.00	0.00	Joy M. Bulauilan
Nov-16-2018	SOFA: black leatherette stainless steel legs in chrome SIN:	2018-055-FF00-222-003398	Set	32,000.00	1	32,000.00	1	32,000.00	0	0.00	0.00	Joy M. Bulauilan
Nov-16-2018	SOFA: black leatherette stainless steel legs in chrome SIN:	2018-055-FF00-222-003400	Set	32,000.00	1	32,000.00	1	32,000.00	0	0.00	0.00	Joy M. Bulauilan
Nov-16-2018	SOFA: black leatherette stainless steel legs in chrome SIN:	2018-055-FF00-222-003402	Set	32,000.00	1	32,000.00	1	32,000.00	0	0.00	0.00	Joy M. Bulauilan
Nov-16-2018	TABLE: w/ MDF top rectangular black,very white SIN:	2018-055-FF00-222-003422	Set	22,000.00	1	22,000.00	1	22,000.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	CHAIR : blue(pantry) SIN:	2018-055-FF00-222-003427	Set	0.00	1	0.00	1	0.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	CHAIR : blue(pantry) SIN:	2018-055-FF00-222-003429	Set	0.00	1	0.00	1	0.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	CHAIR : yellow(pantry) SIN:	2018-055-FF00-222-003433	Set	0.00	1	0.00	1	0.00	0	0.00	0.00	Rosanna M. Olgado
Nov-16-2018	CHAIR : yellow(pantry) SIN:	2018-055-FF00-222-003435	Set	0.00	1	0.00	1	0.00	0	0.00	0.00	Rosanna M. Olgado



TOURISM INFRASTRUCTURE AND ENTERPRISE ZON AUTHORITY
SUMMARY REPORT ON ANNUAL PHYSICAL INVENTORY - (Bookup)

CALENDAR YEAR 2019

	PER BOOK	TOTAL	PER COUNT	TOTAL	SHORT VALUE	TOTAL	OVER VALUE	TOTAL
IT EQUIPMENT - HARDWARE								
MAIN								
✓ MAIN OFFICE		20,857,080.00		20,857,080.00		20,857,080.00		0.00
TRAVEL TAX UNITS								
BACOLOD - TRAVEL TAX UNIT	262,710.00	3,118,070.00	262,710.00	3,118,070.00	0.00	0.00	0.00	0.00
CAGAYAN DE ORO - TRAVEL TAX UNIT	129,840.00		129,840.00		0.00	0.00	0.00	0.00
ILO ILO - TRAVEL TAX UNIT	528,450.00		528,450.00		0.00	0.00	0.00	0.00
LAOAG - TRAVEL TAX UNIT	194,760.00		194,760.00		0.00	0.00	0.00	0.00
ZAMBOANGA - TRAVEL TAX UNIT	129,840.00		129,840.00		0.00	0.00	0.00	0.00
CALAMBA - TRAVEL TAX UNIT	64,920.00		64,920.00		0.00	0.00	0.00	0.00
TAGBILARAN - TRAVEL TAX UNIT	67,950.00		67,950.00		0.00	0.00	0.00	0.00
NAIA TERMINAL 1 TRAVEL TAX UNIT	597,200.00		597,200.00		0.00	0.00	0.00	0.00
NAIA TERMINAL 2 TRAVEL TAX UNIT	493,200.00		493,200.00		0.00	0.00	0.00	0.00
NAIA TERMINAL 3 TRAVEL TAX UNIT	649,200.00		649,200.00		0.00	0.00	0.00	0.00
TOTAL :		23,975,150.00		23,975,150.00		0.00		
GRAND TOTAL :		23,975,150.00		23,975,150.00		0.00		

REPORT ON THE PHYSICAL COUNT OF PROPERTY, PLANT AND EQUIPMENT

MAIN OFFICE - (PROPERTY, PLANT AND EQUIPMENT): Bookup
(Type of Property, Plant and Equipment)

December 31, 2019

As at _____
December 31, 2019
is accountable, having assumed such accountability on _____

December 31, 2019

Cluster: which DATE PURCHASE	ARTICLE/DESCRIPTION	DIVISION MANAGER A		GENERAL SERVICES DIVISION				GENERAL SERVICES DIVISION				REMARKS	OTHERS
		PROPERTY NUMBER	UNIT	UNIT VALUE	BALANCE PER CARD	ON HAND PER ACCOUNT	SHORT	OVER	ISSUED TO	LOCATION			
Dec-27-2018	IT Equipment - Hardware	2018-055-IT00-223-008077	Set	64,920.00	1	64,920.00	1	64,920.00	0	0.00	Rosanna M. Olgado	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	CPU DESKTOP : LENOVO Intel Core i7-7700T 2.9 GHz Base up to 3.4 GHz Max Turbo; 512 TB SSD 2.5 SATA3; Intel B250 Chipset; 8 GB DDR4 2400 MHz SODIMM SIN:SPC075NN0	2018-055-IT00-223-008078	Set	0.00	1	0.00	1	0.00	0	0.00	Rosanna M. Olgado	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	MONITOR : LENOVO Lenovo T2254 22 inch Monitor	2018-055-IT00-223-008079	Set	0.00	1	0.00	1	0.00	0	0.00	Rosanna M. Olgado	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	KEYBOARD : LENOVO Standard Windows Keyboard 101 Keys, USB SIN:SPC075PZ4	2018-055-IT00-223-008080	Set	0.00	1	0.00	1	64,920.00	0	0.00	Rosanna M. Olgado	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	MOUSE : LENOVO 2 button Optical Scroll Mouse USB SIN:SPC075NMR	2018-055-IT00-223-008081	Set	64,920.00	1	64,920.00	1	0.00	0	0.00	Rosanna M. Olgado	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	MONITOR : LENOVO Lenovo T2254 22 inch Monitor	2018-055-IT00-223-008082	Set	0.00	1	0.00	1	0.00	0	0.00	Rosanna M. Olgado	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	KEYBOARD : LENOVO Standard Windows Keyboard 101 Keys, USB SIN:SPC075PZ4	2018-055-IT00-223-008083	Set	0.00	1	0.00	1	0.00	0	0.00	Rosanna M. Olgado	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	MONITOR : LENOVO Lenovo T2254 22 inch Monitor	2018-055-IT00-223-008084	Set	0.00	1	0.00	1	64,920.00	0	0.00	Rosanna M. Olgado	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	KEYBOARD : LENOVO Standard Windows Keyboard 101 Keys, USB SIN:SPC075PZ4	2018-055-IT00-223-008085	Set	64,920.00	1	64,920.00	1	0.00	0	0.00	Rosanna M. Olgado	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	CPU DESKTOP : LENOVO Intel Core i7-7700T 2.9 GHz Base up to 3.4 GHz Max Turbo; 512 TB SSD 2.5 SATA3; Intel B250 Chipset; 8 GB DDR4 2400 MHz SODIMM SIN:SPC075NN0	2018-055-IT00-223-008086	Set	0.00	1	0.00	1	0.00	0	0.00	Iriz Mae C. Irizare	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	MONITOR : LENOVO Lenovo T2254 22 inch Monitor	2018-055-IT00-223-008087	Set	0.00	1	0.00	1	0.00	0	0.00	Iriz Mae C. Irizare	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	KEYBOARD : LENOVO Standard Windows Keyboard 101 Keys, USB SIN:SPC075PZ4	2018-055-IT00-223-008088	Set	0.00	1	0.00	1	64,920.00	0	0.00	Bernadette M. Alvarez	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	CPU DESKTOP : LENOVO Intel Core i7-7700T 2.9 GHz Base up to 3.4 GHz Max Turbo; 512 TB SSD 2.5 SATA3; Intel B250 Chipset; 8 GB DDR4 2400 MHz SODIMM SIN:SPC075NN0	2018-055-IT00-223-008089	Set	0.00	1	0.00	1	0.00	0	0.00	Bernadette M. Alvarez	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	MONITOR : LENOVO Lenovo T2254 22 inch Monitor	2018-055-IT00-223-008090	Set	0.00	1	0.00	1	64,920.00	0	0.00	Bernadette M. Alvarez	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	KEYBOARD : LENOVO Standard Windows Keyboard 101 Keys, USB SIN:SPC075PZ4	2018-055-IT00-223-008091	Set	0.00	1	0.00	1	0.00	0	0.00	Bernadette M. Alvarez	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	MONITOR : LENOVO Lenovo T2254 22 inch Monitor	2018-055-IT00-223-008092	Set	0.00	1	0.00	1	64,920.00	0	0.00	Patricia Jr. S. Celendro	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	KEYBOARD : LENOVO Standard Windows Keyboard 101 Keys, USB SIN:SPC075PZ4	2018-055-IT00-223-008093	Set	64,920.00	1	64,920.00	1	0.00	0	0.00	Patricia Jr. S. Celendro	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	MONITOR : LENOVO Intel Core i7-7700T 2.9 GHz Base up to 3.4 GHz Max Turbo; 512 TB SSD 2.5 SATA3; Intel B250 Chipset; 8 GB DDR4 2400 MHz SODIMM SIN:SPC075NN0	2018-055-IT00-223-008094	Set	0.00	1	0.00	1	0.00	0	0.00	Patricia Jr. S. Celendro	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	KEYBOARD : LENOVO Standard Windows Keyboard 101 Keys, USB SIN:SPC075PZ4	2018-055-IT00-223-008095	Set	0.00	1	0.00	1	64,920.00	0	0.00	Patricia Jr. S. Celendro	ADMINISTRATIVE SERVICES DEPARTMENT	
Dec-27-2018	MONITOR : LENOVO Lenovo T2254 22 inch Monitor	2018-055-IT00-223-008096	Set	0.00	1	0.00	1	0.00	0	0.00	Patricia Jr. S. Celendro	ADMINISTRATIVE SERVICES DEPARTMENT	

ATTY. JOY M. BULAUTAN

Noted:

ROSANNA M. OLGADO

Thank you.

TEZA Main Office:	Operating Entities:	Travel Tax Satellite Units	Book 1
• Integrated Inventory	• Balicasag Island Dive Resort	• Bacolod	Book 2
• Management System	• Banua Hotel and Youth Hostel	• Baguio	Book 3
• Old Inventory System	• Boracay Island Waters Co.	• Cebu	
Operating Entities:	• Boracay Hotel and Youth Hostel	• Davao	
• Club Intramuros Golf Course	• Cebu Field Office	• Ililo	
• TEZA Regulatory Office	• Gardeons of Malasag Eco-Tourism Village	• Kalibo	
• Courses	• Ilollo Convention Center	• Laog	
• Zamboanga Golf Course and Beach	• Lights and Sound Center	• Legazpi	
Resort	• San Fernando, La Union Museum	• Tagbilaran	
	• Sa Vicente TEZ Flagship	• Zamboanga	
	• Mc Samat TEZ Flagship Museum	• Zamboanga	
	• Tagbilaran	• Zamboanga	

Relative to the above subject, we are endorsing to your office the consolidated 2019 Annual Physical Inventory Report of TEZA Main Office (using the Integrated Inventory Management System/Old Inventory System), Operating Entities and Travel Tax Satellite Units, including reconciliation report with Financial Services Department-Accounting Division. Below are the contents of each book for your reference.

DATE : January 31, 2020

SUBJECT : 2019 Annual Physical Inventory Report

FOR : The Supervising Auditor
: The Manager
: Administrative Services Department

Commissioner On Audit

: The Supervising Auditor

: The Manager



ATTY. JOY M. BULAUTIAN

Noted:

ROSEANNA M. OLGADO

Thank you.

OPERATING ENTITIES		TRAVEL TAX SATELLITE UNITS
Balicasag Island Dive Resort	Kalibo Travel Tax Unit	Cebu Travel Tax Unit
Banuae Hotel and Youth Hostel	Tagbilaran Travel Tax Unit	Boracay Island Water Company
Garden of Malasag Eco-Tourism Village	Iloilo Travel Tax Unit	Cebu Field Office
Iloilo Convention Center	Davao Travel Tax Unit	Bacolod Travel Tax Unit
Lights and Sounds Museum	Zambanga Travel Tax Unit	Iloilo Travel Tax Unit
Mt. Samat TEZ Flagship	Laog Travel Tax Unit	Baguio Travel Tax Unit
San Vicente TEZ Flagship	San Fernando, La Union Travel Tax Unit	San Fernando Travel Tax Unit
DMIA/OSSCO/OSPC/SM San Fernando	Travel Tax Unit	Tacloban Travel Tax Unit
Legazpi Travel Tax Unit	Legazpi Travel Tax Unit	Cagayan de Oro Travel Tax Unit
Travel Tax Unit	Traffic Unit	

Relative to the above subject, may we request for your signature on the attached Consolidated 2019 Annual Physical Inventory Reports of the following Operating Entities and Travel Tax Units, including reconciliation report with Accounting.

DATE : December 13, 2019

SUBJECT : 2019 Annual Physical Inventory Report

FROM : The Manager, Administrative Services Department

THRU : MICHELLE MAE V. VIVO : Head Technical Assistant

FOR : The CHIEF OPERATING OFFICER

MEMORANDUM

AUTHORITY
ZONE
ENTERPRISE INFRASTRUCTURE AND TOURISM

6th & 7th Floors, Tower 1 Double Dragon Plaza Double Dragon Meridian Park Megaparque Alveenue corner EDSA Extension Bay Area Pasay City 1302 gsd@teza.gov.ph
 (+632) 512-0485





For your information & reference, Ma'am.

Satisfaction Rating for the 1st quarter - CY 2020.
Endorsing herewith the attached ADSD Internal Customer

DATE : 07 April 2020

SUBJECT : As stated

Administrative Services Department

Manager

FROM : ROSANNA M. OLGADO

Administration and Finance Sector

Assistant Chief Operating Officer

FOR : ATTY. JOY M. BULAUTIAN

MEMORANDUM

Tourism Infrastructure & Enterprise Zone Authority
Republic of the Philippines



Ann-f

ADMINISTRATIVE SERVICES DEPARTMENT
% Internal Customer Satisfaction 1st Quarter, CY 2020

	No. of Respondents/ Requests	No. of Outstanding Ratings
Human Resource Services Division	261	211
General Services Division	43	37
Total	304	248

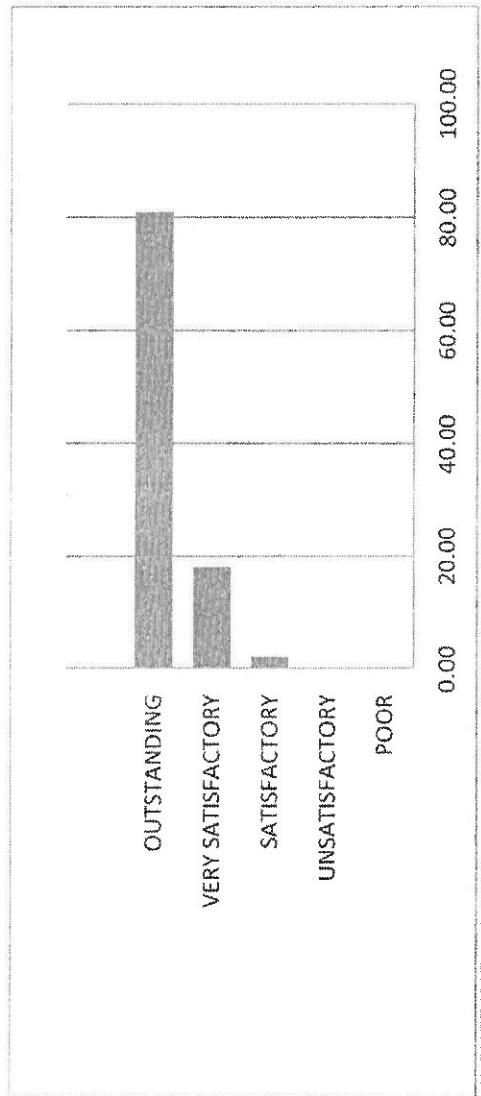
% of Extremely/Highly Satisfied	1Q
Human Resource Services Division	80.84
General Services Division	86.05
Average	83.44

Reviewed by:


ROSANNA M. OLGADO
Manager
Administrative Services Department

HRSD CUSTOMER SATISFACTION RATING FOR THE 1st QUARTER OF CY 2020

There were 261 TIEZA employees, who requested 329 various documents from the Human Resource Services Division (HRSD) for the 4th Quarter of CY 2019. Out of the 261 employees, 211 or 81 % gave an outstanding rating, 46 or 18% gave a very satisfactory rating and 4 or 2% gave a satisfactory rating.



For the period, the division received seven (7) comments, to wit:

1. "God bless po and Thank you"
2. "Thanks po ng madami"
3. "Very fast! Thank you and God bless"
4. "Super fast! Thanks! Keep up the good work!"
5. "Thank you very much!"
6. "Very accommodating"
7. "Thank you"

Prepared by:

CATHRIN MARGOT M. DE CASTRO
Human Resource Management Officer I

Noted by:

ROSANNA M. OLGAZO
Manager, Administrative Services Department

January – March 2020

<u>PURPOSE</u>	<u>NO. OF REQUEST</u>	<u>DOCUMENT REQUESTED</u>	<u>FREQUENCY OF REQUEST</u>
No Purpose	33		
For Claim of CNA	1	Certificate of Employment	29
For PRAISE Incentive	1	Certificate of Employment with Remuneration	48
For Bank Purposes	2	Service Record	83
For Reference/Personal File/Updating	2	201 File (SALN/NBI Clearance/Medical Result)	43
For Optional Insurance Premium	1	List of Trainings Attended	41
For GSIS/Claiming of Benefits/Remittance	9	Others	85
For SALN	4		
For VISA/Travel Abroad	29		
For Updating of Manpower	1		
For Bonding	12		
For Employment	11		
For School Requirement	6		
For Medical Purposes	2		
For Filing of PWD Card	1	NUMBER OF EMPLOYEES	177
For Loan	7	Permanent	51
For Credit Card Application	1	Job Order	1
For Mobile Plan Application	1	Resigned Contract of Service	1
For Verification	1	Resigned Permanent Employee	17
For BIR	1	Resigned Job Order Hiree	6
For Terminal Leave	6	Contract of Service	9
For Whatever Legal Purpose	1		
For PDS	60		
For CSC	1		
For PAG-IBIG	4		
For HRSD	1		
For Review of CBJD	1		
For Certification of Remittance	1		
For PRA	1		
For NPC	1		
For Documentation/Attachment to Office Order	2		
		TOTAL 261	TOTAL 261



ACCOMPLISHMENT REPORT

Administrative Services Department - General Services Division
for the 1st Quarter of 2020

PROGRAM/ACTIVITY/PROJECT	OBJECTIVES	STATUS		
Title of program/activity/project inclusive dates, venue, nature of activity (if not indicated in the title), short description	Objectives of the program/activity/project	Present status of program/follow-ups: completed/on-going/canceled/rescheduled (please provide reason for non-implementation)		
INTERNAL CUSTOMER SATISFACTION RATING				
Customer Satisfaction	To determine the promptness and effectiveness of GSD Services by using customer satisfaction survey.	86% Outstanding		
	To show the customers that we value their opinion and their appeasement.			
TYPE OF RECORDS	NOS. OF REQUESTS	TYPE OF SERVICE	NOS. OF REQUESTS	COMMENTS
Travel Order	4	Electrical/Audio	0	
Office Order	39	Transportation	0	
Memorandum	0	Maintenance	0	
Others	0	Others	0	
DESCRIPTION	RATING	PERCENTAGE		
NOS. OF OUTSTANDING	37	86%		
NOS. OF VERY SATISFACTORY	6	16%	Very efficient, Very fast, Thank you!	
TOTAL NOS. of TRANSACTIONS	43	100%		

Checked and Reviewed by:

BERNADETTE M. ALVAREZ
Records Management Chief

Attested by:

ANA RUTH L. MATEO
Manager, General Services Division

Noted by:

ROSANNA M. TOLGADO
Manager, Administrative Services Department

SUMMARY REPORT ON CUSTOMER SATISFACTION SURVEY
GENERAL SERVICES DIVISION - RECORDS SECTION
January - March 2020

SN.	Request No.	Requesting Employee	Department	Document / Service Requested	No. of Documents	Rating	Date	Filed	Received	Timeliness Score
01	ADSD-GSD-2020-0001	Goodi Peco	ADSD	Office Order 307-2019	1	Highly Satisfied	02-Jan-20	1:16 PM	1:17 PM	5
02	ADSD-GSD-2020-0002	Margie Flororita	COPD	Travel Order 2019-11-1568	1	Highly Satisfied	02-Jan-20	2:55 PM	2:58 PM	5
03	ADSD-GSD-2020-0003	Jeanette V. Castillo	FISD	Office Order 001-2020	3	Highly Satisfied	08-Jan-20	2:00 PM	2:03 PM	5
04	ADSD-GSD-2020-0004	Adnet	ADSD	Office Order 010-2018	1	Highly Satisfied	06-Jan-20	2:55 PM	2:40 PM	5
05	ADSD-GSD-2020-0005	Ronnie V. Neimida	BACSEC	10 Office Order	10	Outstanding	09-Jan-20	10:00 AM	10:15 AM	8
06	ADSD-GSD-2020-0006	A. Bielera	FISD	Office Order 191-2019	1	Outstanding	14-Jan-20	4:13 PM	4:14 PM	5
07	ADSD-GSD-2020-0007	Marjorie Falo	FISD	Office Order 420-2017	1	Outstanding	15-Jan-20	11:09 AM	11:15 AM	5
08	ADSD-GSD-2020-0008	Jemee I. Bautro	TRO	Office Order 217-2019	1	Outstanding	20-Jan-20	4:10 PM	4:11 PM	5
09	ADSD-GSD-2020-0009	Mary-Jay Reambonaza	TERD	Office Order 301-2019	1	Outstanding	21-Jan-20	3:50 PM	3:51 PM	5
10	ADSD-GSD-2020-0010	Ronnie V. Neimida	BACSEC	Office Order 010-2019, 125-2019	2	Outstanding	28-Jan-20	9:00 AM	9:15 AM	5
11	ADSD-GSD-2020-0011	Angelito A. Roque	PEPD	Travel Order 2019-12-1700	1	Outstanding	29-Jan-20	3:50 PM	3:51 PM	5
12	ADSD-GSD-2020-0012	Nathalia Agustin	AAOF	Office Order 051-2018	1	Outstanding	30-Jan-20	11:15 AM	11:20 AM	5
13	ADSD-GSD-2020-0013	Justine Joy V. Ventura	ADSD	Travel Order 2020-01-127	1	Outstanding	05-Feb-20	9:25 AM	9:30 AM	5
14	ADSD-GSD-2020-0014	Ronnie V. Neimida	BACSEC	Office Order 027-2019	1	Outstanding	07-Feb-20	3:00 PM	4:15 PM	5
15	ADSD-GSD-2020-0015	Flordeliz T. Bacoma	FISD	Office Order 040-2015	1	Outstanding	10-Feb-20	9:20 AM	9:21 AM	5
16	ADSD-GSD-2020-0016	Sam Arenevo	IAUD	Travel Order 2020-01-152	1	Outstanding	11-Feb-20	9:30 AM	9:52 AM	5
17	ADSD-GSD-2020-0017	Raynaldo R. Valeriano	BACSEC	Office Order 132-2017	1	Outstanding	12-Feb-20	7:30 AM	8:30 AM	5
18	ADSD-GSD-2020-0018	Eugene Jayson Amon	TAXD	Office Order 393-2016	1	Outstanding	13-Feb-20	1:30 PM	1:30 PM	5
19	ADSD-GSD-2020-0019	Erwin Montehermozo	AAES	Office Order 019-2020	1	Outstanding	21-Feb-20	8:00 AM	8:10 AM	5
20	ADSD-GSD-2020-0020	Calli M. Faligmane	ATEZ	Office Order 027-2018	1	Outstanding	27-Feb-20	2:45 PM	2:55 PM	5
21	ADSD-GSD-2020-0021	Karen Keith Lontoc	IAUD	5 Office Order	5	Outstanding	02-Mar-20	2:40 PM	3:00 PM	5
22	ADSD-GSD-2020-0022	Gervin Villarin	AMGT	Office Order 028-2020	1	Outstanding	04-Mar-20	3:21 PM	3:22 PM	5
23	ADSD-GSD-2020-0023	May Anne B. Abana	COPD	Office Order 037-2020	1	Outstanding	03-Mar-20	3:00 PM	3:03 PM	5
24	ADSD-GSD-2020-0024	Karen Keith Lontoc	IAUD	Office Order 130-2018, 301-2016	2	Outstanding	05-Mar-20	1:00 PM	1:58 PM	5
25	ADSD-GSD-2020-0025	Cristine A. Flores	LEGD	Office Order 182-2016	1	Outstanding	06-Mar-20	4:00 PM	4:08 PM	8
26	ADSD-GSD-2020-0026	Frances Elemos	COPD	Office Order 020-2020	1	Outstanding	09-Mar-20	4:55 PM	4:58 PM	5
TOTAL DOCUMENTS				43	AVERAGE SCORE					

Other comments / remarks Thank you Sir KC for fast transaction - Mary-Jay Reambonaza

Thank you! - Justine Joy V. Ventura

Note: the above details for AMETI and
IPCR purposes

Prepared by:

KC Chistorto
Records Officer C


Evangelina R. Dy
Records Officer A

Noted by:


Bernadette M. Alvarez
Records Management Chief


ROSANNA M. OLGAZO
Manager - Administrative Services Department


Ana Ruth L. Mateo
Manager - General Services Division

Total Documents Processed	43	100.00%
Travel Order	4	9.30%
Office Order	39	90.70%

GENERAL SERVICES DIVISION
ADMINISTRATIVE SERVICES DEPARTMENT
END-USER'S EVALUATION OF SUPPLIERS
FIRST (1st) QUARTER 2020

	HIGHLY SATISFIED	SATISFIED	NOT SATISFIED	TOTAL
TRANSACTIONS THROUGH:				
PETTY CASH VOUCHER	76	15	0	91
PURCHASE ORDER/JOB ORDER	18	5	0	23
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
TOTAL TRANSACTIONS	94	20	0	114
PERCENTAGE	<u>82.456%</u>	<u>17.544%</u>	<u>0.000%</u>	<u>100%</u>

PREPARED BY:

MariLou
MARILOU J. QUIAMBAO
Supervising Supply Officer

REVIEWED BY:

Arls
ANA RUTH L. MATEO
Manager-General Services Division

NOTED BY:

Ruth O.
ROSANNA M. OLGADO
Manager-Administrative Services Department

WORKFORCE PROFILE AS OF MARCH 31, 2020

Plantilla Items

Plantilla Items	Number of Items
Filled Positions	446
Unfilled Positions	81
No. Of Existing Plantilla	527

Overall Workforce

Status of Employment	Number of Employees		Sex
	Male	Female	
Permanent (<i>Coterminous with the Official being Served, Coterminous with the Privatization of the Operating Entity, Temporary, Coterminous with the Incumbent</i>)	495	193	302
Job Order	486	292	194
Consultant	6	5	1
Contract of Service	25	13	12
TIEZA Regulatory Office (Permanent)	10	5	5
Total	1,022	508	514

Appointments Issued from January to March 2020

Name	Position	Office/Department
1. Abana, May Anne B.	Project Planning and Development Officer C	Corporate Planning Department
2. Bon, Alex B.	Driver Mechanic B	Administrative Services Department
3. Duluan, Gina Araceill B.	Cashier C	Operations Department - Banaue Hotel and Youth Hostel
4. Estozo, Lou Miko Charmaigne T.	Cashier B	Travel Tax Department
5. Melanio, Ma. Lina G.	Procurement Officer B	Administrative Services Department
6. Moya, Romulo Jr. I.	Driver Mechanic A	Office of the Chief Operating Officer

Certified Correct:

JOSEFINA U. SORIANO

Manager, Human Resource Services Division



For Your information & reference, Ma'am.

Report for January to March 2020 (1st quarter).
Endorsing herewith the attached ADSD Accomplishment

DATE : 10 November 2020

SUBJECT : As stated

FROM : ROSANNA M. OLGADO
[Signature]

FOR : ATTY. JOY M. BULAUTAN
[Signature]

M E M O R A N D U M

Tourism Infrastructure & Enterprise Zone Authority
Republic of the Philippines



ACCOMPLISHMENT REPORT

ADMINISTRATIVE SERVICES DEPARTMENT

1st QUARTER 2020

JANUARY – MARCH

HUMAN RESOURCE SERVICES DIVISION

**AISD RECEIVING
COPY**

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)		OBJECTIVES	STATUS		
I. Training Programs					
1. In-House Training Programs					
Month	:	January			
No. of programs	:	1			
Male	:	4			
Female	:	16			
Budget	:	₱ 42,689.65			
Month	:	1			
No. of programs	:	February			
Male	:	17			
Female	:	37			
Budget	:	₱ 90,000.00			
Month	:	March			
No. of programs	:	2			
Male	:	13			
Female	:	26			
Budget	:	₱ 750,000.00			
CORPORATE PLANNING DEPARTMENT					
RECEIVED					
By: <u>Jaya</u>					
Date: <u>11/1/20</u>					
Time: <u>10:55AM</u>					

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)

OBJECTIVES

STATUS

2. Outside Training Programs

Month	:	January
No. of programs	:	2
Male	:	0
Female	:	6
Budget	:	₱ 41,052.00

Month	:	February
No. of programs	:	1
Male	:	1
Female	:	0
Budget	:	₱ 3,600.00

Successfully Completed

II. Employees Assembly

1. Flag Ceremony

Schedule	:	Every Monday
Venue	:	TIEZA Training Room, 3 rd Floor
Budget	:	₱ 5,000.00

The program is on-going

This is in support to Republic Act No. 8491, Heraldic Code of the Philippines and in compliance with GSC Memorandum Circular No. 19 series of 2012. This is an expression of nationalism and as a constant reminder for employees to be exemplary public servants.	
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PROGRAMS/ACTIVITIES/PROJECTS (PAPS)		OBJECTIVES	STATUS
III. GAD-related Programs/Activities/Projects <ul style="list-style-type: none"> 1. <i>Activity Planning Workshop for TIEZA's 2020 GAD Community Assessment</i> 	<p>Venue : TIEZA Mess Hall</p> <p>Date : January 22, 2020</p> <p>Male : 4</p> <p>Female : 16</p> <p>Conducting : Ms. Analie R. Bolo ~</p> <p>Agency : Apostol</p> <p>Budget : ₱ 42,689.65</p>	<ul style="list-style-type: none"> • Formulate target assessment and activity plan for the upcoming GAD Community Assessments scheduled this 2020; • The target output-activity plan shall serve as assessment guidelines and shall be the basis for program implementation or primary module reference; • To develop necessary assessment conduct parameters and become familiar with gender analysis tools, approaches and data assessment and shall commit participative GAD advocacy commitment and sensitivity. 	<p>Successfully Completed</p>
<ul style="list-style-type: none"> 2. <i>Gender-Responsive Community Assessment Activity</i> 	<p>Venue : San Vicente, Palawan</p> <p>Date : February 23-24, 2020</p> <p>Male : 3</p> <p>Female : 5</p> <p>Conducting : TIEZA</p> <p>Agency : </p> <p>Budget : ₱ 387,600.00</p>	<ul style="list-style-type: none"> • Participating TIEZA GAD Community Assessment Team (Palawan) shall conduct the Pilot Assessment activity after established and agreed details resulting from the pre-assessment activity conducted; • Using the template design for the conduct of GAD Community Assessment, gather necessary and relevant data and information that will provide source/reference for GAD planning and programming; • Apply necessary assessment conduct parameters and become familiar with gender analysis tools, approaches and data assessment and shall commit participative GAD advocacy commitment and sensitivity; • Value principles of Gender-responsive GAD Community Assessment in line with government rules and public accountability principles; and • Submit reports based data and information gathered during the conduct of the assessment 	<p>Successfully Completed</p>

PROGRAMS/ACTIVITIES/PROJECTS (PAPS)	OBJECTIVES	STATUS
3. 2020 National Women's Month (NWM) Budget : ₱ 2,134,100.00	<p><i>Theme: We Make Change Work for Women</i></p> <p>In 2017, the PCW Board Members and Inter-Agency Technical Working Group identified the NWM theme "We Make Change Work for Women", which shall be used from 2017-2022. It highlights the empowerment of women as active contributors to and claimholders of development. This pursuit of development is also anchored on the commitment of "Malasakit at Paglabagbo" or True Compassion and Real Change.</p> <p>The 2017-2022 NWMC generally aims to:</p> <ul style="list-style-type: none"> • inform and engage women as stakeholders of government programs and services – to promote citizen-centric governance and make "change" a conscious effort to know, understand, and provide what ALL citizens need • create and facilitate platforms to discuss good practices, gaps, challenges, and commitments in pursuing gender and development (GAD) – to strengthen implementation of the Magna Carta of Women • inspire and empower women and girls to be agents of change – to contribute in promoting gender equality and the empowerment of all women 	<p>and provide input consideration on learning gained for future reference of the subsequent GAD Community Assessment schedules (Bataan and Cagayan de Oro).</p> <p>Only 3 events were conducted due to the issuance of Proclamation No. 922, "Declaring a State of Public Health Emergency Throughout the Philippines" issued on 08 March 2020, and Proclamation No. 929, "Declaring A State Of Calamity Throughout The Philippines Due To Corona Virus Disease 2019", work in the Executive Branch has been suspended.</p>
a. Women 2020 Entrepreneurship Summit The summit highlighted women's contribution in the Philippines and ASEAN with wonderful lessons in	Successfully Completed	

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)		OBJECTIVES	STATUS
Venue	: World Trade Center, Pasay City	entrepreneurship, agriculture, style and substance, tourism, diplomacy, finding confidence and in life.	
Date	: March 3, 2020		
Male	: 1		
Female	: 3		
Conducting	: Go Negosyo		
Agency			
b. PICPA Women Summit			
Venue	: Makati Shangri-la Hotel		
Date	: March 6, 2020		
Male	: 1		
Female	: 3		
Conducting	: Philippine Institute of Certified Public Accountants (PICPA)		
Agency			
c. NWM Kick-Off Activity			
Venue	: Multi-Purpose Hall		
Date	: March 9, 2020		
Male	: 9		
Female	: 26		
Conducting	: TIEZA		
Agency			
IV. Office Practicum			
1. <i>Main Office</i>			
Certificates of Completion Issued	: Male : 0	In line with the Commission on Higher Education (CHED) Memorandum Order No. 23 series of 2009, "Guidelines for Student Internship Program in the Philippines (SIPP)" for all programs with practicum subject, the TIEZA practicum program aims to:	The program has been suspended due to the issuance of Proclamation No. 922, "Declaring a State of Public Health Emergency Throughout the Philippines" issued on 08 March 2020, and

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)		OBJECTIVES	STATUS
Female : 0		<ul style="list-style-type: none"> Provide exposure to actual work related to the students/trainee's course; Provide venue for familiarization of work and actual situations in the Philippine bureaucracy, particularly processes in the country's Civil Service; Facilitate experience-based learning drawn from handling challenges and some complex tasks or problems; Enhance the student's skills and competitiveness; Develop a sense of professionalism and discipline; Give guidance to decisions that would influence future career decisions. 	<p>Proclamation No. 929, "Declaring A State Of Calamity Throughout The Philippines Due To Corona Virus Disease 2019", work in the Executive Branch has been suspended.</p>
V. Compensation and Benefits Administration			
1. Preparation of Payroll for Regular Employees		<p>Prepare payment of employees' salary in exchange for the completed work for the Authority on a monthly basis.</p>	<p>Average processing time: 5.00 days</p> <p>Nett amount for 2nd quarter: ₱ 32,229,894.98</p>
2. Preparation of Payroll for Job Orders		<p>Prepare payment of employees' salary in exchange for the completed work for the Authority on a per-day basis.</p>	<p>Average processing time: 1.60 days</p> <p>Nett amount for 1st quarter: ₱ 13,409,483.80</p>
VI. Internal Customer Satisfaction Rating			
1. Internal Customer Satisfaction		<p>The program aims to determine effectiveness of HRSD's service delivery.</p>	<p>1st Quarter 2020 Survey Results No. of Respondents: 261</p> <p>Rating Outstanding: 84%</p>

PROGRAMS/ACTIVITIES/PROJECTS (PAPS)	OBJECTIVES	STATUS			
VII. Competency-based Recruitment and Selection		<p>Plantilla Positions:</p> <p>Filled-up Positions - 446 Unfilled-up Positions - 81 Total Positions - 527</p> <p>Sex: (including Coterminalous with the Incumbent)</p> <table> <tr><td>Male - 193</td></tr> <tr><td>Female - 302</td></tr> <tr><td>Total - 495</td></tr> </table>	Male - 193	Female - 302	Total - 495
Male - 193					
Female - 302					
Total - 495					
1. TIEZA OSSP Profile as of March 31, 2020	<p>2. Personnel Selection Board Assessment and Deliberation</p> <p>2. Personnel Selection Board Assessment</p>	<p>The program aims to be able to search for candidates that can demonstrate the behaviorally defined characteristics (knowledge, skills, and attitude) that will lead to superior performance in the vacant position sought to be filled.</p> <p>Appointments issued: 6</p>			
VIII. Competency Assessment and Framework Update	<p>1. Procurement of a project consultant for the Review/Update/Development of the Authority's Competency Manual, Job Profile Description Forms, and Pre and Post-Performance Assessment Tool</p> <ul style="list-style-type: none"> • Updated Competency Manual which includes: <ul style="list-style-type: none"> ➢ Competency Framework ➢ Competency Catalogue ➢ Competency Tables ➢ Competency Matrices • Updated Job Profile Description Forms • Customized Pre and Post Performance Assessment Tool based on existing competencies (for Leadership & Functional Competencies) • Customized Pre and Post Performance Assessment Tool based on new competencies (for Core, Leadership, Technical & Functional Competencies) (for year 2020) 	<p>The project aims to produce:</p> <ul style="list-style-type: none"> • Updated Competency Manual which includes: <ul style="list-style-type: none"> ➢ Competency Framework ➢ Competency Catalogue ➢ Competency Tables ➢ Competency Matrices • Updated Job Profile Description Forms • Customized Pre and Post Performance Assessment Tool based on existing competencies (for Leadership & Functional Competencies) • Customized Pre and Post Performance Assessment Tool based on new competencies (for Core, Leadership, Technical & Functional Competencies) (for year 2020) <p><i>Status as of March 31, 2020</i></p> <p><i>ProfilesAsia, consultants for the project interviewed officers from ACOO to Division Manager level re: job analysis survey.</i></p>			

PROGRAMS/ACTIVITIES/PROJECTS (PAPS)	OBJECTIVES	STATUS
IX. TIEZA Rightsizing		
1. Workforce Measurement and Reorganization Initiative	<ul style="list-style-type: none"> To comply with the provisions of CSC, COA and DBM Joint Circular No. 1, 2, 2017; To determine quantity and quality of the job orders (JOS) who can be absorbed or be part of the corporation (in whatever appropriate working arrangement); and To consider them in the HR processes, when some of these JOS eventually become holders of regular plantilla positions. 	<p><i>Status as of March 31, 2020</i></p> <p>A 2-day workshop was held last 27 – 28 February 2020 with the following objectives:</p> <ol style="list-style-type: none"> 1. To give a clear overview of the TIEZA Change Management Program; 2. To facilitate the preparation of a Transition Plan that includes stakeholder analysis and communication plan; and 3. Participants to submit stakeholder analysis and action plan matrix
X. TIEZA Overall Workforce		
<i>1. Workforce as of March 31, 2020</i>	<p>Overall Workforce:</p> <p>1,022</p> <p>Status of Employment:</p> <p>Permanent (CTI, Coterm, CPOE, Temp) – 495 Job Orders – 486 Consultants – 6 Contract of Service – 25 TIEZA Regulatory Office – 10</p> <p>Sex:</p> <p>Male – 508 Female – 514</p>	
XI. Corporate Social Responsibility		
<i>1. Relief Operations and Donation Drive for Taal Eruption Victims</i>	<p>A relief operations and donation drive activity dubbed as "Operations Tulong Ala Eh!" was organized for the victims of Taal Volcano eruption.</p>	Successfully Completed

PROGRAMS/ACTIVITIES/PROJECTS (PAPS)		OBJECTIVES	STATUS
Venue	: Sto. Tomas, Batangas		
GENERAL SERVICES DIVISION			
Date	: March 06, 2020		
Male	: 6		
Female	: 7		
Conducting	: TIEZA		
Agency			
Budget	: ₱ 228,500.00		
1. Property and Supply Management			
1) Office/Maintenance/Soap/ Supplies Withdrawal Slips (WS) attended/served		131 withdrawal slips	
2) Inspection & Acceptance Reports (IAR) prepared		39 inspection & acceptance reports	
3) Memorandum Receipts (MR) issued/ prepared		235 memorandum receipts	
4) Inventory Tags & Property Identification Stickers placed on a newly-acquired properties		632 stickers	
5) Property Clearances of Officials/Employees processed and acted upon		12 clearances	
6) Cancellation Reports made/filed		65 reports	
7) Waste Material Reports (WMR) made/filed		20 reports	
8) Registration & Insurance of Vehicles/ Properties filed/claimed		10 vehicles	
9) Monitored/Supervised Contractual Ancillary Services		36 monitored/ memos	
a) Security Services			

PROGRAMS/ACTIVITIES/PROJECTS (PAPS)		OBJECTIVES	STATUS
b)	Janitorial Services		33 monitored / memos
II.	Ancillary/Maintenance		
1)	Number of carpentry works completed		7 job orders
2)	Number of electrical/ communication & audio serviced		42 orders
3)	Number of complaints received and acted upon		16 acted upon complaints
III.	Carpool		
1)	Gas slip requested/approved/issued	To render transportation services.	
2)	Trip ticket issued		
IV.	Procurement		
1)	Number of purchase requests received and processed		31 gas slips
2)	Number of purchase requests processed and purchased		113 trip tickets
	a) Purchase order		176 purchase requests
	b) Job order		--
	c) Petty cash voucher		--
3)	Number of plane ticket purchased (Domestic)		₱ 16,952,767.54 (amount)
4)	Number of plane ticket purchased (International)		₱ 3,910,972.42 (amount) ₱ 395,739.00 (amount)
V.	Records		
1)	Number of documents received from other Agencies	To establish and implement a records system for efficiency, effectiveness and economy.	616 documents
2)	Office Orders numbered/ reproduced/ authenticated/disseminated		54 documents

PROGRAMS/ACTIVITIES/PROJECTS (PAPS)	OBJECTIVES	STATUS
3) Travel Orders numbered/ reproduced/ authenticated/disseminated		359 documents
4) Office letters mailed thru Makati Post Office		10 mails
5) Official letters mailed thru DHL (Domestic and International)		101 letters
6) Official letters mailed thru LBC		158 letters
7) Picked up mails from Makati Post Office		74 mails
8) Sorted/Distributed magazines		—
9) Sorted/Distributed newspaper		2,040 newspapers

Prepared by:

Hope M. Peco
HOPE M. PEZO

Human Resource Management Officer III

Date: 04 Nov 2020

Bernadette M. Alvarez
BERNADETTE M. ALVAREZ
Records Management Chief

Date: _____

Reviewed by:

Josephine U. Soriano
JOSEFINA U. SORIANO

Manager, Human Resource Services Division

Date: 04 Nov 2020

Ana Ruth L. Mateo
ANA RUTH L. MATEO

Manager, General Services Division

Date: 04 Nov. 2020

Noted by:

Rosanna M. Olgado
ROSANNA M. OLGADO

Manager, Administrative Services Department

Date: 10 Nov. 2020

Administrative Services Department – Human Resource Services Division

QUARTERLY SUMMARY OF TERMINAL REPORT
JANUARY – MARCH 2020



In House Training Program	Objectives	Date	Conducting Agency/Person	Venue	Budget	Participants	
						Male	Female
1. Activity Planning Workshop for TIEZA's 2020 GAD Community Assessment	1. Formulate target assessment and activity plan for the upcoming GAD Community Assessments scheduled this 2020 2. The target output-activity plan shall serve as assessment guidelines and shall be the basis for program implementation or primary module reference 3. To develop necessary assessment conduct parameters and become familiar with gender analysis tools, approaches and data assessment and shall commit participative GAD advocacy commitment and sensitivity.	January 22, 2020 *IHTP 2020-001	Ms. Analie R. Bolo - Apostle	TIEZA Mess Hall, Double Dragon, 6 th Floor	₱ 42,689.65	4	16
2. Preparation of the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP)	1. Address questions pertaining procurement process/procedures, especially during the planning stage where the PPMP and APP are prepared 2. Enable end-users in the effective and proper	February 20-21, 2020 *IHTP 2020-002	Government Procurement Policy Board (GPPE) Recognized Trainers	TIEZA Multi-Purpose Hall, Double Dragon, 6 th Floor	₱ 90,000.00	17	37

*IHTP 2020-00 _____ - Attendance Number



Administrative Services Department - Human Resource Services Division

**QUARTERLY SUMMARY OF TERMINAL REPORT
JANUARY – MARCH 2020**

In House Training Program	Objectives	Date	Conducting Agency/Person	Venue	Budget	Participants	
						<i>Male</i>	<i>Female</i>
1. Teaming Activity for the Offices under the Chief Operating Officer (OCOO)	1. Provide opportunities for the team members to communicate and get to know each other on a deeper level 2. Reinforce the value of Honest, Open and Trusting relationship amongst team members 3. Bridge differences and gaps such as but not limited to generations, personalities/character, leadership styles, perceptions, religious affiliations and background, and 4. Promote professionalism and realize each employees' role and responsibilities in achieving a common goal	March 6-7, 2020 <i>*IHTP 2020-003</i>	Benchmark Consulting	Microtel and Tryp by Wyndham Hotels Mall of Asia	₱ 325, 000.00	9	16
4. Coaching and Mentoring Workshop	1. Learn, experience and practice state-of-the-art coaching and mentoring tools and process which	March 10-12, 2020 <i>*IHTP 2020-004</i>	Benchmark Consulting	Golden Phoenix Hotel Manila	₱ 425, 000.00	4	10

**IHTP 2020-00 _____ - Attendance Number*



Administrative Services Department - Human Resource Services Division

**QUARTERLY SUMMARY OF TERMINAL REPORT
JANUARY – MARCH 2020**

InHouse Training Program	Objectives	Date	Conducting Agency/Person	Venue	Budget	Participants
					Male	Female
	<p>they can apply in the workplace immediately</p> <p>2. Exhibit a clearer understanding of their mentoring and coaching role as senior leaders in the context of people development and leadership</p> <p>3. Fully own their responsibility as mentors and coaches and realize how this benefits their people, themselves and the organization and its stakeholders.</p>					
TOTAL					P 882,689.65	34 79

Prepared by:

MARY JANE M. REYES
MARY JANE M. REYES
HRMO III

Reviewed by:

GEOFFREY HOPPE M. PECO
GEOFFREY HOPPE M. PECO
HRMO III

Noted by:

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

OUTSIDE TRAINING PROGRAMS
1st QUARTER, 2020

No.	Code	Employee	Salary Grade	Office	Sex	Training Program	Objectives/Description	Conducting Agency	Date	Venue	Budget
1	OTP-2020-01	Reyes, Mary Jane M.	11	ADSD	F	Training Fundamentals (Essential Course for Training Design and Delivery)	1. Describe the strategic significance of training with particular emphasis on aligning training with strategy; promoting training within the organization and partnering with managers and supervisors 2. Describe the training process and compare with other instructional design models 3. Determine the considerations in selecting, organizing and scheduling content of training 4. Determine the appropriate learning methodologies that will increase participants' learning 5. Describe the different levels of training evaluation and measurement of its training effectiveness	Philippine Society for Training and Development (PSTD)	January 14 - 16, 2020	Ortigas Center, Pasig City	P17,000.00
2	OTP-2020-02	Borromeo, Sheena C.	18	ADSD	F	Job Evaluation and Design of Salary Structure	1. Formulate job descriptions; 2. Apply appropriate job evaluation method; and 3. A design pay structure that is internally and externally competitive.	Powermax Consulting Group, Inc.	January 22, 2020	RCBC Plaza Makati	P4,810.40
3	OTP-2020-02	Carrega, Emily T.	20	ADSD	F	Job Evaluation and Design of Salary Structure	1. Formulate job descriptions; 2. Apply appropriate job evaluation method; and 3. A design pay structure that is internally and externally competitive.	Powermax Consulting Group, Inc.	January 22, 2020	RCBC Plaza Makati	P4,810.40
4	OTP-2020-02	Francisco, Rosario C.	18	ADSD	F	Job Evaluation and Design of Salary Structure	1. Formulate job descriptions; 2. Apply appropriate job evaluation method; and 3. A design pay structure that is internally and externally competitive.	Powermax Consulting Group, Inc.	January 22, 2020	RCBC Plaza Makati	P4,810.40
5	OTP-2020-02	Pereira, Abigail R.	20	ADSD	F	Job Evaluation and Design of Salary Structure	1. Formulate job descriptions; 2. Apply appropriate job evaluation method; and 3. A design pay structure that is internally and externally competitive.	Powermax Consulting Group, Inc.	January 22, 2020	RCBC Plaza Makati	P4,810.40
6	OTP-2020-02	Rosal, Charell R.	15	ADSD	F	Job Evaluation and Design of Salary Structure	1. Formulate job descriptions; 2. Apply appropriate job evaluation method; and 3. A design pay structure that is internally and externally competitive.	Powermax Consulting Group, Inc.	January 22, 2020	RCBC Plaza Makati	P4,810.40
7	OTP-2020-03	Muesta, Romulo Jr., C.	15	CCMD	M	21st IEEE Northern Luzon Regional Conference	1. Earn Continuing Professional Education (CPE) credits in compliance with RA. No. 10912 or the Continuing Professional Development Act of 2016 2. Be abreast with the latest available electrical equipment, machinery, appliances, personal devices or services 3. Establish camaraderie, socialize and forge cordial relationships with fellow electrical practitioners 4. Opportunity to visit memorable sites at nearby ecological and power plant/sites	Institute of Integrated Electrical Engineers of the Philippines, Inc. (IEEE-Philippines, Inc.) (IEEE-Baguio-Benguet Chapter)	February 26 - 28, 2020	Newtown Plaza Hotel Event Hall, Baguio City	P3,600.00
8	OTP-2020-04	Francisco, Rosario C.	18	ADSD	F	HR Club Philippines Leadership Conference 2020	Theme: "Human to Human Leadership Kahit Digital na ang Mundo" For the 10th HR Leadership Conference, the focus on the state of the Philippine Workforce, the leadership that is required for this new generation, the new trends and laws in the new digital world that govern and shape us will be discussed. The keynote speakers will provide insights on strengthening leadership practices amidst the changing work environment and culture brought about by the digital wave throughout the nation.	Business Maker Academy Inc.	March 04 - 05, 2020	Grand Auditorium, Philippine Stock Exchange Bldg., Pasig	P6,000.00

No.	Code	Employee	Salary Grade	Office	Sex	Training Program	Objectives/Description	Conducting Agency	Date	Venue	Budget
9	OTP-2020-04	Pereira, Abigail R.	20	ADSD	F	HR Club Philippines Leadership Conference 2020	Theme: "Human to Human Leadership Kailit Digital na ang Mundo" For the 10th HR Leadership Conference, the focus on the state of the Philippine Workforce, the leadership that is required for this new generation, the new trends and laws in the new digital world that govern and shape us will be discussed. The keynote speakers will provide insights on strengthening leadership practices amidst the changing work environment and culture brought about by the digital wave throughout the nation.	Business Maker Academy Inc.	March 04 - 05, 2020	Grand Auditorium, Philippine Stock Exchange Bldg., Pasig	₱6,000.00
10	OTP-2020-04	Soriano, Josefina U.	24	ADSD	F	HR Club Philippines Leadership Conference 2020	Theme: "Human to Human Leadership Kailit Digital na ang Mundo" For the 10th HR Leadership Conference, the focus on the state of the Philippine Workforce, the leadership that is required for this new generation, the new trends and laws in the new digital world that govern and shape us will be discussed. The keynote speakers will provide insights on strengthening leadership practices amidst the changing work environment and culture brought about by the digital wave throughout the nation.	Business Maker Academy Inc.	March 04 - 05, 2020	Grand Auditorium, Philippine Stock Exchange Bldg., Pasig	₱6,000.00
11	OTP-2020-04	Ventura, Justine Joy V.	15	ADSD	F	HR Club Philippines Leadership Conference 2020	Theme: "Human to Human Leadership Kailit Digital na ang Mundo" For the 10th HR Leadership Conference, the focus on the state of the Philippine Workforce, the leadership that is required for this new generation, the new trends and laws in the new digital world that govern and shape us will be discussed. The keynote speakers will provide insights on strengthening leadership practices amidst the changing work environment and culture brought about by the digital wave throughout the nation.	Business Maker Academy Inc.	March 04 - 05, 2020	Grand Auditorium, Philippine Stock Exchange Bldg., Pasig	₱6,000.00
12	OTP-2020-05	Polettan, Ma. Krysha C.	18	PEED	F	Gender Perspective in Spatial Planning and Design	1 Understand "gender" and its related concepts; 2 Be able to identify gender issues in households and communities and consider how gender roles and stereotypes impact daily life and influence spatial planning and design; 3 Learn to take into account gender as a criteria in the design of community spaces in social housing projects.	TAO - Philippines, Inc. [Technical Assistance Organization]	March 04 - 05, 2020	Grand Auditorium, Philippine Stock Exchange Bldg., Pasig	₱6,000.00
13	OTP-2020-06	Bernomeo, Shenna C.	18	AVSD	F	5th Compensation and Benefits Management Congress	1 Tool up on merit pay increases, and consider salary trends, inflation, unemployment patterns, and comparative market data from the industry in one's computations. 2 Learn the nuances of allocating for an organization's retirement fund. 3 Draft compensation policies that are aligned with company goals. 4 Learn best practices and tips in compensation and benefits management of a multi-generational workplace. 5 Discuss the advantages of C&B analytics to the organization and compute for C&B key performance indicators. 6 Gain insight to the future of the Compensation and Benefits function in the Philippines. 7 Ensure alignment of reward strategy with organisational strategy. 8 Create and adjust salary scales. 9 Explain the most recent rulings and jurisprudence related to compensation and benefits in the Philippines. 10 Learn pay compression analysis. 11 Interact with subject matter experts and fellow practitioners in Compensation & Benefits practice.	Indu Infuenta Management Consultancy Inc.	March 09-10, 2020	Marco Polo Hotel-Ortigas	₱9,520.00

No.	Code	Employee	Salary Grade	Office	Sex	Training Program	Objectives/Description	Conducting Agency	Date	Venue	Budget
14	GTP-2020-06	Pereira, Abigail R.	20	ABSD	F	5th Compensation and Benefits Management Congress	<p>1 Tool up on merit pay increases, and consider salary trends, inflation, unemployment patterns, and comparative market data from the industry in one's computations.</p> <p>2 Learn the nuances of allocating for an organization's retirement fund.</p> <p>3 Draft compensation policies that are aligned with company goals.</p> <p>4 Hear best practices and tips in compensation and benefits management of a multi-generational workplace.</p> <p>5 Discuss the advantages of C&B analytics to the organization and compete for C&B key performance indicators.</p> <p>6 Gain insight into the future of the Compensation and Benefits function in the Philippines.</p> <p>7 Ensure alignment of reward strategy with organizational strategy.</p> <p>8 Create and adjust salary scales.</p> <p>9 Explain the most recent rulings and jurisprudence related to compensation and benefits in the Philippines.</p> <p>10 Learn pay compression analysis.</p> <p>11 Interact with subject matter experts, and fellow practitioners in Compensation & Benefits practice.</p>	Indu Interventia Management Consultancy Inc.	March 09-10, 2020	Marco Polo Hotel, Ortigas	P9,570.00

Prepared by:



CINDY LOPEZ, PICCO

Human Resource Management Officer II

Date: 12 JUN 2020

Noted by:



JOSEPHINE SORIANO

Manager, Human Resource Services Division

Date: 09 NOV 2020

TOTAL

P89,602.00



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : *jmt*
ATTY. JOY M. BULAUTAN
Assistant Chief Operating Officer
Administration and Finance Sector

FROM : *rosydk*
ROSANNA M. OLGADO
Manager
Administrative Services Department

SUBJECT : *As stated*

DATE : 18 November 2020

Endorsing herewith the attached ADSD Accomplishment Report for April to June 2020 (2nd quarter).

For your information & reference, Ma'am.

ACCOMPLISHMENT REPORT

ADMINISTRATIVE SERVICES DEPARTMENT

2nd QUARTER 2020

APRIL – JUNE

HUMAN RESOURCE SERVICES DIVISION

ADSD RECEIVING COPY

PROGRAMS/ACTIVITIES/PROJECTS (PAPS)	OBJECTIVES	STATUS
I. Training Programs		
<i>1. In-House Training Programs</i>	<ul style="list-style-type: none"> • Maintain competency proficiency levels or address competency gaps • Help employees learn specific knowledge or skills to improve performance in their current roles. 	No events were conducted due to the issuance of Proclamation No. 922, "Declaring a State of Public Health Emergency Throughout the Philippines" issued on 08 March 2020, and Proclamation No. 929, "Declaring A State Of Calamity Throughout The Philippines Due To Corona Virus Disease 2019", work in the Executive Branch has been suspended.
II. Employees Assembly		
<i>1. Flag Ceremony</i>	<p>This in support to Republic Act No. 8491, Heraldic Code of the Philippines and in compliance with CSC Memorandum Circular No. 19 series of 2012. This is an expression of nationalism and as a constant reminder for employees to be exemplary public servants.</p>	<p>Same as above</p>
III. GAD-related Programs/Activities/Projects		
<i>1. Outreach Program re: COVID19</i>	<p>As part of our Corporate Social Responsibility and in response to the call for assistance to our health workers and medical staff during this pandemic, TIEZA heeded to the need to help the Surgery Department of the Philippine General Hospital and donated a week supply of full board meals. With the help of the Gender and Development Focal Point</p>	<p>Successfully completed</p>
Venue	Surgery Department, PGH	
Date	April 20 – 26, 2020	
Conducting Agency	TIEZA	

COOPERATIVE PLANNING DEPARTMENT	
RECEIVED	
By:	<i>Mercy</i>
Date:	<i>11-24-2020</i>
Time:	<i>11:25 AM</i>

PROGRAMS/ACTIVITIES/PROJECTS (PAPS)		OBJECTIVES	STATUS
Budget : ₱ 181,800.00	Certificates of Completion Issued Male : 0 Female : 0	<p>System Technical Working Group, the donation was coordinated with Max's group of companies in providing 50 servings of fresh and healthy meals, packed and delivered daily to the hospital.</p>	
IV. Office Practicum	1. Main Office	<p>In line with the Commission on Higher Education (CHED) Memorandum Order No. 23 series of 2009, "Guidelines for Student Internship Program in the Philippines (SIPP)" for all programs with practicum subject, the TIEZA practicum program aims to:</p> <ul style="list-style-type: none"> Provide exposure to actual work related to the students/trainee's course; Provide venue for familiarization of work and actual situations in the Philippine bureaucracy, particularly processes in the country's Civil Service; Facilitate experience-based learning drawn from handling challenges and some complex tasks or problems; Enhance the student's skills and competitiveness; Develop a sense of professionalism and discipline; Give guidance to decisions that would influence future career decisions. 	<p>The program has been suspended due to the issuance of Proclamation No. 922, "Declaring a State of Public Health Emergency Throughout the Philippines" issued on 08 March 2020, and Proclamation No. 929, "Declaring A State Of Calamity Throughout The Philippines Due To Corona Virus Disease 2019", work in the Executive Branch has been suspended.</p>
V. Compensation and Benefits Administration	1. Preparation of Payroll for Regular Employees	<p>Average processing time: Payroll was processed not taking into account deductions due to the declaration of Enhanced Community Quarantine (ECQ) over Luzon. Thus, processing time cannot be fully measured (refer to attached memo signed by the COO).</p>	<p>Nett amount for 2nd quarter: ₱ 36,100,862.78</p>

PROGRAMS/ACTIVITIES/PROJECTS(PAPS)	OBJECTIVES	STATUS			
2. Preparation of Payroll for Job Orders	Prepare payment of employees' salary in exchange for the completed work for the Authority on a per-day basis.	Average processing time: Payroll was processed ahead of cut-off dates due to the declaration of Enhanced Community Quarantine (ECQ) over Luzon. Thus, processing time cannot be fully measured.			
VI. Internal Customer Satisfaction Rating		Nett amount for 2 nd quarter: ₱ 13,482,102.33			
1. Internal Customer Satisfaction	Due to the declaration of Enhanced Community Quarantine (ECQ) over Luzon, requests were received and processed online (i.e., email, FB messenger), and no tool has been developed to get satisfaction ratings from clients. Thus, no rating has been recorded for the 2 nd quarter.				
VII. Competency-based Recruitment and Selection					
1. TIEZA OSSP Profile as of June 30, 2020	<p>Plantilla Positions:</p> <p>Filled-up Positions – 441 Unfilled-up Positions – 86 Total Positions - 527</p> <p>Sex:</p> <p>(including Coterminalous with the Incumbent)</p> <table> <tr> <td>Male – 193</td> </tr> <tr> <td>Female – 297</td> </tr> <tr> <td>Total – 490</td> </tr> </table>	Male – 193	Female – 297	Total – 490	
Male – 193					
Female – 297					
Total – 490					
2. Personnel Selection Board Assessment and Deliberation	The program aims to be able to search for candidates that can demonstrate the behaviorally defined characteristics (knowledge, skills, and attitude) that will lead to superior performance in the vacant position sought to be filled.	Appointments issued: 2			

PROGRAMS/ACTIVITIES/PROJECTS (PAPS)	OBJECTIVES	STATUS
VIII. Competency Assessment and Framework Update	<p><i>1. Procurement of a project consultant for the Review/Update/Development of the Authority's Competency Manual, Job Profile Description Forms, and Pre and Post-Performance Assessment Tool</i></p>	<p>Status as of June 30, 2020</p> <p>The project aims to produce:</p> <ul style="list-style-type: none"> • Updated Competency Manual which includes: <ul style="list-style-type: none"> ➢ Competency Framework ➢ Competency Catalogue ➢ Competency Tables ➢ Competency Matrices • Updated Job Profile Description Forms • Customized Pre and Post Performance Assessment Tool based on existing competencies (for Leadership & Functional Competencies) • Customized Pre and Post Performance Assessment Tool based on new competencies (for Core, Leadership, Technical & Functional Competencies) (for year 2020)
IX. TIEZA Rightsizing	<p>1. Workforce Measurement and Reorganization Initiative</p> <ul style="list-style-type: none"> • To comply with the provisions of CSC, COA and DBM Joint Circular No. 1, 2 2017; • To determine quantity and quality of the job orders (JOs) who can be absorbed or be part of the corporation (in whatever appropriate working arrangement); and • To consider them in the HR processes, when some of these JOs eventually become holders of regular plantilla positions. 	<p>Status as of June 30, 2020</p> <p>The project was suspended indefinitely due to the Department of Budget and Management's issuance of NBC No. 580, s. 2020, "Adoption Of Economy Measures In The Government Due To The Emergency Health Situation".</p>

PROGRAMS/ACTIVITIES/PROJECTS (PAPs)		OBJECTIVES	STATUS
X. TIEZA Overall Workforce			
1. Workforce as of June 30, 2020			<u>Overall Workforce:</u> 1,017
			<u>Status of Employment:</u> Permanent (CTI, Coterm, CPOE, Temp) - 490 Job Orders - 485 Consultants - 6 Contract of Service - 26 TIEZA Regulatory Office - 10
			<u>Sex:</u> Male - 507 Female - 510
GENERAL SERVICES DIVISION			
1. Property and Supply Management			
1) Office/Maintenance/Soap/ Supplies Withdrawal Slips (WS) attended/served		35 withdrawal slips	
2) Inspection & Acceptance Reports (IAR) prepared		16 inspection & acceptance reports	
3) Memorandum Receipts (MR) issued/ prepared		44 memorandum receipts	
4) Inventory Tags & Property Identification Stickers placed on a newly-acquired properties		145 stickers	To administer properties such as supplies, materials & equipment from its acquisition to disposition.
5) Property Clearances of Officials/Employees processed and acted upon		2 clearances	
6) Cancellation Reports made/filed		10 reports	
7) Waste Material Reports (WMR) made/filed		4 reports	

PROGRAMS/ACTIVITIES/PROJECTS(PAPS)		OBJECTIVES	STATUS
8) Registration & Insurance of Vehicles/ Properties filed/claimed			8 vehicles
9) Monitored/Supervised Contractual Ancillary Services			36 monitored/ memos
a) Security Services			33 monitored/ memos
b) Janitorial Services			--
II.Ancillary/Maintenance			
1) Number of carpentry works completed	To ensure efficient & effective service of the Ancillary services.		--
2) Number of electrical/ communication & audio serviced			--
3) Number of complaints received and acted upon			--
III.Carpool			
1) Gas slip requested/approved/issued	To render transportation services.	11 gas slips	
2) Trip ticket issued		17 trip tickets	
IV.Procurement			
1) Number of purchase requests received and processed		32 purchase requests	
2) Number of purchase requests processed and purchased		--	
a) Purchase order		--	
b) Job order		--	
c) Petty cash voucher		--	
3) Number of plane ticket purchased (Domestic)	To obtain resources such as supplies, materials, equipment & services required by the department/ sections of the agency.	₱ 14,724.25 (amount)	
4) Number of plane ticket purchased (International)			--

V. Records	OBJECTIVES	STATUS
1) Number of documents received from other Agencies		126 documents
2) Office Orders numbered / reproduced / authenticated/disseminated		7 documents
3) Travel Orders numbered / reproduced / authenticated/disseminated		15 documents
4) Office letters mailed thru Makati Post Office	To establish and implement a records system for efficiency, effectiveness and economy.	82 mails
5) Official letters mailed thru DHL (Domestic and International)		--
6) Official letters mailed thru LBC		82 letters
7) Picked up mails from Makati Post Office		--
8) Sorted/Distributed magazines		--
9) Sorted/Distributed newspaper		66 newspapers

Prepared by:

Gloria M. PECO

Human Resource Management Officer III

Date: 16 Nov 2020

Bernadette M. ALVAREZ

Records Management Chief

Date: 16 Nov 2020

Reviewed by:

JOSEFINA U. SORIANO

Manager, Human Resource Services Division

Date: 16 Nov 2020

Noted by:

ANA RUTH L. MATEO

Manager, General Services Division

Date: 16 Nov 2020

ROSANNA M. OLGADO

Manager, Administrative Services Department

Date: 16 Nov 2020