



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : **MARK T. LAPID**
Chief Operating Officer

THRU : **JETRO NICOLAS F. LOZADA**
ACOO, Asset Management Sector

ATTY. MARIA TERESA C. ALVAREZ
Manager, Operations Department

FROM : **CEBU FIELD OFFICE**

SUBJECT : **REHIRING OF JOB ORDERS FOR THE PERIOD JULY 01 TO DECEMBER 31, 2021**

DATE : **JUNE 03, 2021**

In the exigency of the service, the undersigned respectfully endorses the rehiring of Job Order hirees of TIEZA CFO covering the period , **JULY 01 TO DECEMBER 31, 2021** to wit:

Name of Employee	Rate/day With 20% Premium	Task/Assignment
1. Geronimo Vasquez (Dalaguete Beach Park)	-P679.96	<ol style="list-style-type: none">1. Cleans shower, comfort rooms and surroundings areas;2. Assists in the shower fees collection;3. Handles landscaping,cultivation/watering of ornamental plants;4. Performs other related tasks from time to time.
2. Randy Ybañez (Dalaguete Beach Park)	-P720.77	<ol style="list-style-type: none">1. Collects entrance tickets, parking fees, shower fees, and facility rentals in Dalaguete Beach Park;2. Prepares Report of Accountability, Collection Reports daily and remits collection to Cebu Field Office Staff/Tourism Coordinator every Monday of the week;3. Requests tickets and official receipts from Cebu Field Office and safeguards/monitors availability of said forms and conducts inventory on issuances;4. Performs other related tasks from time to time.
3. Dalla Enopia (Dalaguete Beach Park)	-P679.96	<ol style="list-style-type: none">1. Acts as alternate Teller at Dalaguete Beach Park;2. Maintains cleanliness in shower and comfort rooms and surrounding areas;3. Acts as Supplies Custodian



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

		4. Performs other related tasks from time to time.
4. Joel B. Lorian (Cebu Field Office – as needed) (Dalaguete Beach Park – 5 Days)	-P641.51	<ol style="list-style-type: none">1. Performs preventive maintenance to ensure that building systems operate efficiently both in Dalaguete Beach Park and Cebu Field Office;2. Monitors building security and safety of building concerns against hazards both in Dalaguete Beach Park and Cebu Field Office;3. Does carpentry works both in Dalaguete Beach Park and Cebu Field Office.4. Canvasser/Purchaser5. Performs other related task from time to time.
5. Gerardo Sotomayor (Cebu Field Office – 3 Days) (Maomawan & Kang-Irag -2 Days)	-P603.71	<ol style="list-style-type: none">1. Maintains cleanliness of Cebu Field Office including surrounding areas;2. Does Landscaping, watering of plants;3. Canvasser /Utility;4. Does monitoring on Kang-Irag and Maomawan properties;5. . Performs other related tasks.
6. Kevin Mercado (Cebu Field Office)	-P720.77	<ol style="list-style-type: none">1. Acts as Liaison/ coordinates with local Government units and other tourism stakeholders as instructed;3. Does maintenance check of Hyperbaric Chamber;4. On-call Hyperbaric Chamber Tender;5. Reservation Staff of Dalaguete Beach Park
7. Kristoffer Leo L. Alilin (Cebu Field Office)	-P720.77	<ol style="list-style-type: none">1. Prepares Contracts of Lease, updates Statements of Accounts of Moalboal lessees and serves as caretaker of Moalboal properties;2. Assists BUDD re: Documentation and Titling of property and assists the Legal Dept. Re: documentation and hearings;3. Performs other related tasks from time to time.
8. Jean Carla A. Mata (Cebu Field Office)	-P720.77	<ol style="list-style-type: none">1. Prepares monthly Collection and Deposits Reports and Income and Expenses Report;2. In-charge of incoming and ongoing communication;3. Assists/ coordinates with Cebu Field Office staff on compliance and submission of pertinent documents to TIEZA Main Office or as instructed;4. Prepares vouchers and handles documentations for the SDO in the reimbursement processes for both Cebu Field Office and Hyperbaric Chamber



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Working Funds

5. Assists in the preparation of Entity's Budget and PPMP;
6. Assists the Tourism Coordinator on administrative matters;
7. Performs other related tasks from time to time.

9. Herrera, Andrew Ray R. (Cebu Field Office – Hyperbaric Chamber)	-P809.83	<ol style="list-style-type: none">1. Acts as Hyperbaric Chamber operator and Hyperbaric Nurse during HBOT treatment2. Takes charge in the availability of the Hyperbaric Recompression Chamber 24/7;3. Facilitates collection of the Hyperbaric Chamber treatment fees;4. Reservation Staff of Dalaguete Beach Park.
10. Gillacone, Macario A.	-P679.96	<ol style="list-style-type: none">1. Transports officers, employees and collections from Dalaguete Beach Park to Cebu Field Office/other Cebu properties on their tour of duty and guests during their visits;2. Performs minor mechanical repairs and preventive services of assigned vehicle;3. Prepares monthly reports on fuel consumption and distance travelled;4. Performs other related tasks.



MA. GINA I. MARTINEZ
Tourism Coordinator



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

RECOMMENDING APPROVAL:

ATTY. MARIA TERESA C. ALVAREZ
Manager, Operations Department

JETRO NICOLAS F. LOZADA
ACOO, Asset Management Sector

APPROVED/DISAPPROVED:

MARK T. LAPID
Chief Operating Officer

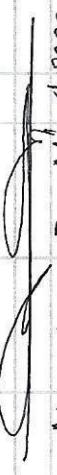
Under Personnel - Supervisor's Rating Summary Sheet

1, 2021

Extension Unit

No.	Name of Job Orders	Rate	A. WORK ATTITUDE		B. QUALITY OF WORK (2.5%)	
			Adjectival Rating	Numerical Rating	Adjectival Rating	Numerical Rating
	Geronimo Vasquez	679.96	VS	4	VS	2
	Randy Ybanez	720.77	VS	4	VS	2
	Dalla Enopia	679.96	VS	4	VS	2
	Joel Lorican	641.51	VS	4	VS	2
	Gerardo Sotomayor	603.71	S	3	VS	2
	Kevin Mercado	720.77	VS	4	VS	2
	Kristoffer Leo Alilin	720.77	VS	4	S	1.5
	Jean Carla Mata	720.77	VS	4	VS	2
	Andrew Ray Herrera	809.83	S	3	S	1.5
	Macario Gillacone	679.96	VS	4	VS	2

		C. PUNCTUALITY and ATTENDANCE (to be accomplished by HRSD)				TOTAL SCORE	
		No. of Absences	Numerical Rating	No. of Tardiness	Numerical Rating	Average	Rate
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50
		0	2.5	0	2.5	2.50	8.50


Ma. Ginevra T. Martinez

Supervisor's Signature
Printed Name / Signature

Randy Ybanez

BEHAVIORAL (10)

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.
B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
<p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2

C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.
Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.

Absences	Rating	Tardiness/Undertime	Rating
0	2.5	0	2.5
1-10	2.0	1-10	2.0
11-20	1.50	11-20	1.50
21-30	1.00	21-30	1.00
31 or more	.50	31 or more	.50

Equivalent Point Score:

8.5



Mrs. Gma T. Martin Jr

Evaluator's Rating

PRINTED NAME / Signature

NAME : Jean Cecile Motta
 DEPARTMENT : C.P.E.D.
 FACTOR (.100) : POOR (.00) UNSATISFACTORY (.20) SATISFACTORY (.30) VERY SATISFACTORY (.60) OUTSTANDING (.80)

BEHAVIORAL (10)

DATE:

JUNE 27, 2021

A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.		B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.																									
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FACTOR (.50)		FACTOR (.50)																									
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Equivalent Point Score:

8.5

NIC - Gina J. Martinez
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : Maesric G. Krome
 DEPARTMENT : O PED / CFO
 BOOK #: INSATISFACTORY (1.00)

BEHAVIORAL (10)

POINT SCORE	OUTSTANDING (5.00)	VERY SATISFACTORY (2.00)	SATISFACTORY (1.50)	UNSATISFACTORY (1.00)	POOR (0.50)																							
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Absences	Rating	Tardiness/Undertime	Rating																									
0	2.5	0	2.5																									
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31 or more	.50	31 or more	.50																									

Equivalent Point Scale:

Ma - Gina J. McNamee
 Evaluator's Rating: 2.5
 PRINTED NAME / Signature

Andrew Ray - Herren

BEHAVIORAL (10)

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DEPARTMENT : C-EU / CEO	POOR (50)	UNSATISFACTORY (200)	SATISFACTORY (300)	VERY SATISFACTORY (400)	OUTSTANDING (500)	POINT SCORE
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.	<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input checked="" type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input checked="" type="checkbox"/> Usually maintains cordial relationship with various work units and the general public. Does work with minimum supervision.	<input type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	3.0
B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.	<p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required <p>1.5</p>					
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.	POOR (50)	UNSATISFACTORY (100)	SATISFACTORY (150)	VERY SATISFACTORY (200)	OUTSTANDING (250)	POINT SCORE
Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.5
	0	2.5	Rating	2.5		2.5
	1-10	2.0	Tardiness/Undertime	2.0		2.0
	11-20	1.50		1.50		1.50
	21-30	1.00		1.00		1.00
	31 or more	.50		.50		.50

Equivalent Point Score:	<u>7.0</u>
Evaluator's Rating	<u>Na. One 1.</u>
PRINTED NAME / Signature	
<u>Wright, 2</u>	

PREFACE

BEHAVIORAL [10]

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Grundriss

NAME _____

四庫全書

NAME

POOR (1.00)		UNSATISFACTORY (2.00)		SATISFACTORY (3.00)		VERY SATISFACTORY (4.00)		OUTSTANDING (5.00)	
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.									
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POOR (1.00)		UNSATISFACTORY (2.00)		SATISFACTORY (3.00)		VERY SATISFACTORY (4.00)		OUTSTANDING (5.00)	
<input type="checkbox"/> ✓		<input type="checkbox"/> ✓		<input type="checkbox"/> ✓		<input checked="" type="checkbox"/> ✓		<input type="checkbox"/> ✓	
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work. Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.									
Absences 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50		Tardiness/Undertime 0 1-10 11-20 21-30 31 or more		Rating 2.5 2.0 1.50 1.00 .50		POINT SCORE 2.0 2.5	

Equivalent Point Score:	7.5
 Ma-Cina T. Manning	
<input checked="" type="checkbox"/> Evaluator's Rating	
PRINTED NAME / Signature	

NAME

Kristoffer Lee Alvin

DEPARTMENT

OPE D/ CFO

BEHAVIORAL (10)DATE: June 03, 2021

		<u>POOR (1.00)</u>	<u>UNSATISFACTORY (2.00)</u>	<u>SATISFACTORY (3.00)</u>	<u>VERY SATISFACTORY (4.00)</u>	<u>OUTSTANDING (5.00)</u>	<u>POINT SCORE</u>
A. WORK ATTITUDE (5.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.							
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B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.							
<u>Considering the following factors, indicate your rating (Poor to Outstanding) below:</u> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 							
<u>POOR (1.50)</u>		<u>UNSATISFACTORY (2.00)</u>	<u>SATISFACTORY (3.00)</u>	<u>VERY SATISFACTORY (4.00)</u>	<u>OUTSTANDING (5.00)</u>	<u>POINT SCORE</u>	
<input type="checkbox"/> ✓		<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	<input type="checkbox"/> ✓	1.5	
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.							
Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.							
Absences	Rating	Tardiness/Undertime			Rating		
0	2.5	0			2.5		
1-10	2.0	1-10			2.0		
11-20	1.50	11-20			1.50		
21-30	1.00	21-30			1.00		
31 or more	.50	31 or more			.50		
Equivalent Point Score: <u>5.0</u>							


Nic - Gina T. Mactan
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : Keviin Maretto
DEPARTMENT : OPED / EFO

BEHAVIORAL (10)

		Poor (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE																								
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21-30	1.00	21-30	1.00																												
31 or more	.50	31 or more	.50																												

Equivalent Point Score:

6.5

Nic. G. m. T. Martinez
Evaluator's Rating
PRINTED NAME / Signature

Joel Lorraine
OPED / CFC

BEHAVIORAL (10)

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (6.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
<input type="checkbox"/> Has difficulty working with co-employees. Consistently complains about assigned tasks and does not produce acceptable work outputs.	<input type="checkbox"/> Uncooperative and difficult to deal with. Must be closely supervised to do the job.	<input type="checkbox"/> Usually maintains cordial relationship with various work units and general public. Does work with minimum supervision.	<input checked="" type="checkbox"/> Establishes a very pleasant working relationship within the various work units and the general public. Accomplishes assigned task with occasional supervision.	<input type="checkbox"/> Always exhibit a high degree of enthusiasm in the performance of assigned task. Always courteous to the general public and maintains harmonious, functional and personal relationships with his supervisors and co-workers.	4.5
B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.0
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.					
<p>Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.</p>					
Absences	Rating	Tardiness/Undertime	Rating	Tardiness/Undertime	Rating
0	2.5 2.0	0	2.5 2.0	0	2.5
1-10		1-10		11-20	1.50
11-20				21-30	1.00
21-30				31 or more	.50

Equivalent Point Score: 8.5

Ma. Gma I. Mattnor

Evaluator's Rating

PRINTED NAME / Signature

NAME : Geronimo Vasquez

BEHAVIORAL (10)

DEPARTMENT : OPE D. / CFO

POOR (1.00)	UNSATISFACTORY (2.00)	SATISFACTORY (3.00)	VERY SATISFACTORY (4.00)	OUTSTANDING (5.00)	POINT SCORE
A. WORK ATTITUDE (6.00): Ability to work and deal with enthusiasm and harmony with co-employees, superiors and the general public.					
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B: QUALITY OF WORK / PERFORMANCE (2.5): The ability to set high standards for own personal performance; strive for quality work; put forth extra effort to ensure quality work.					
<p>Considering the following factors, indicate your rating (Poor to Outstanding) below:</p> <ul style="list-style-type: none"> > Develops and implements new solutions, procedures and concepts. > Demonstrates accuracy, thoroughness and reliability > Shows organization and completeness > Pays attention to details > Consistently delivers what is required when required 					
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2.0
C: PUNCTUALITY and ATTENDANCE (2.5): Regularity in reporting for work.					
Attendance for the six-month period shall be provided by the Chief, Personnel Division based on time records and/or attendance sheets.					
Absences	Rating	Tardiness/Undertime	Rating		
0	2.5 2.0 1.50 1.00 .50	0 1-10 11-20 21-30 31 or more	2.5 2.0 1.50 1.00 .50	2.5	8.5

Equivalent Point Score:

Ma - Giner J. Martinez
 Evaluator's Rating
 PRINTED NAME / Signature

NAME : Darilla Enopio
 DEPARTMENT : OPED / CFO
 SCORE (100) : 100

BEHAVIORAL (10)

	POOR (1.00)	UNSATISFACTORY (1.50)	SATISFACTORY (2.00)	VERY SATISFACTORY (2.50)	OUTSTANDING (3.00)	POINT SCORE																						
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31 or more	.50	31 or more	.50																									

Equivalent Point Score: 6.5

 Ms. Gina T. Martin
 Evaluator's Rating
 PRINTED NAME / Signature