



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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MEMORANDUM

FOR : MS. RAQUEL S. DELA CRUZ
Manager, Management Information Services Department

FROM : THE CORPORATE PLANNING DEPARTMENT

DATE : 17 SEPTEMBER 2020

Relative to the efficacy of performance of work from home tasks of the Strategic Planning Division, may we request that the configured new computer unit assigned/MRed to **Sherryl M. Dalida** be used by **Frances Desiree V. Eremos**.

Further, may we also request that a VPN be installed in the computer unit to be taken for work from home set-up by Ms. Eremos. This shall serve as channel of file retrieval of the division in performing its functions and commitments.

Your immediate action on the matter is greatly appreciated. Thank you.

Anna Leah R. Bayot
ANNA LEAH R. BAYOT
Division Manager, Strategic Planning

With concurrence:

Sherryl M. Dalida
SHERRYL M. DALIDA
Corporate Planning Analyst A

Frances Desiree V. Eremos
FRANCES DESIREE V. EREMOS
Senior Corporate Planning Analyst

Noted:

Francis Randy J. Hortelano
FRANCIS RANDY J. HORTELANO
Department Manager, Corporate Planning