



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

Mam Anne,
Can you check on this.
Mr. Matias still holds the
position of Secretary A,
however he was reassign
to BAC. We can
discontinue his 300/
month com allowance
transfer to Marron
this. /s/

MEMORANDUM

FOR : DR. ROSANNA M. OLGADO
Manager, Administrative Services Department

FROM : *SH* MR. HERNANDO A. ENAL
Manager, TEZ Assistance and Monitoring Department

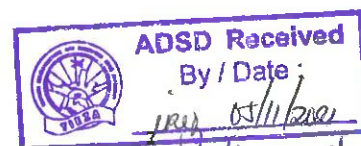
SUBJECT : TRANSFER OF ALLOCATION OF COMMUNICATION ALLOWANCE OF
TAMD SECRETARY

DATE : 10 MAY 2021

Relative to the transfer of Mr. Jonathan C. Matias to the Bids and Award Committee Secretariat by virtue of Office Order 035-2021 and in lieu of the vacancy of the Secretary A position under the Manager of the TEZ Assistance and Monitoring Department, we would like to request to temporarily issue or release the communication allowance amounting to PHP 300.00/month allocated for a Secretary to Mr. Marron Tacapan, who is currently performing the functions of a Secretary until the department has hired a new one to replace Mr. Matias.

For your consideration.

Thank you.



received thru email



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority


24 FEBRUARY 2021

OFFICE ORDER

No. 035-2621 ✓

In the exigency of service and in an effort to effectively and efficiently discharge the functions of the Bids and Awards Committee, Mr. Jonathan C. Matias of Tourism Enterprise Zone Assistant Monitoring Department (TAMD), TEZ Management Sector (TEZMS) is hereby detailed to the Office of the Bids and Awards Committee Secretariat.

This office order shall take effect on 15 March 2021.


MARK T. LAPID
Chief Operating Officer
