



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

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

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

SUBJECT : **Proposed Learning and Development Programs for TAMD Personnel**

DATE : **05 April 2021**

Relative to the continual improvement of the technical competencies of the TEZ Assistance and Monitoring Department personnel, we would like to request the following programs to be conducted between the 2nd and 4th Quarter of 2021:

Training	Proposed Participants	Division	Target Implementation
1. English Proficiency and Formal Writing	-SG 9, 11, 15, JO Frontline	TCMD MSFTEZ SVFTEZ	2 nd Quarter
2. Frontline Services Training (Basic and Advance)	-SG 9, 11, 15, JO Frontline	TCMD MSFTEZ SVFTEZ	2 nd Quarter
3. Project Management and Monitoring including project cost estimation for construction and planning projects	-SG 15, 18, 20, 22, 24 and Engineering and Architecture Consultants	TCMD MSFTEZ SVFTEZ	2 nd Quarter
4. Geographic Information System	-SG 15, 18, 20, 22, 24 and Engineering and Architecture Consultants	TCMD MSFTEZ SVFTEZ	2 nd Quarter
5. Updates on Latest BIR Issuances and monitoring of availment of fiscal incentives	-SG 9, 15, 18	TCMD MSFTEZ SVFTEZ	2 nd Quarter
6. Policy Writing	-SG 15, 18, 20, 22, 24	TCMD MSFTEZ SVFTEZ	2 nd Quarter/3 rd Quarter
7. Compliance Monitoring of standards of: a. Department of Environment and Natural Resources – Environmental Management Bureau	-SG 15, 18, 20, 22, 24	TCMD Selected FTEZ personnel	2 nd Quarter to 3 rd Quarter



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<ul style="list-style-type: none"> -Basic Pollution Control Officer Training (40 hours) -Advanced Training on Permitting Processes (or its equivalent) b. Department of Labor and Employment and attached Agencies (Bureau of Working Conditions, Occupational Safety and Health Center, Employees' Compensation Commission, National Conciliation and Mediation Board, Bureau of Local Employment) 			
8. Alternative Dispute Resolution – Department of Justice – Office of Alternative Dispute Resolution	-SG 15, 18, 20, 22, 24	TCMD MSFTEZ SVFTEZ	3 rd Quarter
9. Inspection of Imported Goods	-SG 15, 18, 20, 22, 24	TCMD	3 rd Quarter
10. Tour Guiding (Basic to Advance)	-SG 9, 11, 15, 18	MSFTEZ SVFTEZ	3 rd Quarter
11. Monitoring Sustainable Tourism Development – Indicators and Theory of Change (Physical, Economic, Social, Financial, Cultural, Environmental)	-SG 15, 18, 20, 22, 24	TCMD	4 th Quarter
12. Leadership and Management Trainings	-SG 18, 20, 22, 24	TCMD MSFTEZ SVFTEZ	4 th Quarter

*TCMD – TEZ Compliance Monitoring Division
MSFTEZ – Mount Samat Flagship TEZ
SVFTEZ – San Vicente Flagship TEZ

For your consideration. Thank you.