



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FOR THE CHIEF OPERATING OFFICER

THRU : **THE ASSISTANT CHIEF OPERATING OFFICER**
Assets Management Sector

FROM : **THE MANAGER**
Operations Department

RE : **Request for Contract Extension of Security Services**

DATE : April 22, 2021

The fourth (4th) contract extension for the security services for Balicasag Island Dive Resort and Cebu Properties will expire on April 31, 2021. However, procurement for security services is still in process.

Security and protection of TIEZA properties, employees and guests are very vital to the daily operations of the entity especially during this time of pandemic.

Based on the evaluation of the Officers-in-Charge, the current service provider has not violated the terms of our agreement. In this light, we respectfully request for the extension of the contract with the current security provider for the period May 01, 2021 – July 31, 2021 or until the bidding process is fully concluded.

We have copies of the contract extension for your approval, Sir.

Atty. MARIA TERESA C. ALVAREZ

Noted by:

JETRO NICOLAS F. LOZADA
ACOO – Assets Management Sector