



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : **The CHIEF OPERATING OFFICER**

THRU : **The ASSISTANT CHIEF OPERATING OFFICER - AMS**
Quality Management Representative

FROM : **The CHAIRPERSON**
Internal Quality Audit

SUBJECT : ***Additional Members of the Internal Quality Audit (IQA) Team***

DATE : **15 June 2021**

For a more comprehensive conduct of the internal quality audit, the Internal Quality Audit Team will be sub-divided into three (3) audit teams. Each audit team to be composed of 3 members will perform audit of the different processes of the organization.

To complete the composition of the audit teams, we request for an additional two (2) members. The recommendees have undergone training/seminars on Internal Quality Audit, a requirement of the ISO standards.

Attached for your approval and signature is the Office Order for the additional members of the Internal Quality Audit Team.


Atty. MARIA TERESA C. ALVAREZ



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

June 14, 2021

OFFICE ORDER

No. _____

Relative to Office Order No. 051-2021 dated May 11, 2021, the following employees are hereby designated as additional members of the Internal Quality Audit Team effective immediately. They will report to the IQA Chairperson relative to their respective assignments.

1. Alex Travis H. Allan Jr.
2. Joy A. Lusuegro

All Office Orders, memoranda and circulars inconsistent with the above are hereby superseded.

MARK T. LAPID
Chief Operating Officer