






2020 B. 4-19-2021

Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**Reassignment of Personnel within TIEZA shall use the following form:**

Reassignment Office Order No. \_\_\_\_\_

Name of Employee	: <b>RICHARD H. CHENG</b>
Position/Salary Grade	: Secretary
Present Place of Assignment and Duties:  <b>Operations Department</b>  1. Provides secretarial / other services to the designated official.  2. Classifies and controls documents for proper filing, maintain an effective recording and filing system for easy retrieval and dissemination of information.  3. Assist in the immediate dispatch of correspondence / memos to various offices.  4. Support the coordination with other departments.  5. Performs other related tasks that may be assigned from time to time.	Proposed Place of Assignment and Duties:  <b>Office of the Chief Operating Officer</b>  1. Handles personal appointments of the COO.  2. Provides secretarial / other services to the designated official.  3. Classifies and controls documents for proper filing, maintain an effective recording and filing system for easy retrieval and dissemination of information.  4. Assist in the immediate dispatch of correspondence / memos to various offices.  5. Support the coordination with other departments.  6. Performs other related tasks that may be assigned from time to time.  Effective Date: February 1, 2021
Concurred by:   <b>Atty. MA. TERESA C. ALVAREZ</b> Manager, Operations Department  Recommended by:   <b>JETRO NICOLAS F. LOZADA</b> Assistant Chief Operating Officer Assets Management Sector	Approved by:   <b>MARK T. LAPID</b> Chief Operating Officer