



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

18 October 2021

OFFICE ORDER

No. 118-2021 *my*

In the exigency of the service and pursuant to the Office Order No. 051-2021, **MS. BERNADETTE M. ALVAREZ** of General Services Division is hereby designated as **Documents Controller (DC) of Quality Management System** documents (Quality Manual, Quality Procedures, Work Instructions) and all QMS forms generated and issued within TIEZA.

A smooth transfer of inventoried QMS documents must be conducted among the concerned individuals to ensure orderly transfer and proper accountabilities.

Ms. Alvarez shall maintain a document tracking system, document masterlist, filing, distribution, storage, preservation, retention and disposal in accordance with QMS principles. Consultation with the MISD is encouraged.

This supersedes all previous Office Orders inconsistent herewith and shall take effect immediately.


MARK T. LAPID
Chief Operating Officer
Arr

my 10/26/21