







**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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MEMORANDUM

FOR : **MS. RAQUEL S. DELA CRUZ**
Department Manager, Management Information Systems Department

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

SUBJECT : **REQUEST FOR WIFI CONNECTION FOR ONLINE MONITORING
CONFERENCES ON 04, 05 AND 09 NOVEMBER 2020**

DATE : **03 NOVEMBER 2020**

In view of the upcoming Online Monitoring Conference with our designated Tourism Enterprise Zones (TEZs) and Registered Tourism Enterprises (RTEs), we respectfully request the provision of Wi-Fi connection and assistance in setting up the video conferences on 04, 05 and 09 November 2020 from 8:00 AM to 3:00 PM, 6th Floor Conference Rooms 1 & 2.

Coordination for this request will be coursed through Ms. Mary Angeline O. Villanueva, Enterprise Services Specialist. You may get in touch with her at 0945-2644290.

For your consideration.

Thank you.