



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

Reassignment Officer Order No. 101-2021

Name of Employee	: <b>MARIFE L. MARINQUEZ</b> <b>ANGELIE N. YADAO</b>
Position/Salary Grade	: Job Order
Present Place of Assignment and duties: <b>Travel Tax Department / PAD-NAIA</b>  <ol style="list-style-type: none"><li>1. Evaluates and processes requests for exemption and reduced travel tax privileges, tax refund, processes payments and print official receipt.</li><li>2. Prepares daily reports on issued travel tax certificates and collections.</li><li>3. Files issued certificates and supporting documents and ATAPs after checking their completeness.</li><li>4. Retrieves from the system, prints and submits the individual summary time and motion report.</li><li>5. Prepare and processes same day refund applications and performs other related tasks.</li></ol>	Proposed Place of Assignment and duties: <b>BAC Secretariat</b>  <ol style="list-style-type: none"><li>1. Posting of projects related documents in PHILGEPS, TIEZA Website and conspicuous place.</li><li>2. Preparation of Bid documents and scheduling of projects for bidding.</li><li>3. Preparation of resolutions and reports on procurements.</li><li>4. Monitoring and reporting of various procurement activities undertaken by TIEZA.</li><li>5. Perform other procurement related tasks as may be assigned from time to time.</li></ol>  Effective Date: September 01, 2021
Requested by:   <b>ENGR. ANTHONY V. MENDOZA</b> Head, BAC Secretariat  Concurred by:   <b>CRISTETO G. OCAMPO</b> Manager, Travel Tax Department	Recommending Approval:   <b>Atty. JOY M. BULAITAN</b> Assistant Chief Operating Officer for Administration and Finance  Approved :   <b>MARK T. LAPID</b> Chief Operating Officer