



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

12 August 2021

OFFICE ORDER

No. OBS-2021 ✓

In the exigency of the service, **ATTY. KAREN MAE G. SARINAS-BAYDO**, Assistant Chief Operating Officer for the Tourism Enterprise Zone Management Sector is hereby designated as Officer-in-Charge (OIC) in view of the extended leave of the undersigned official.

As such, she shall perform and discharge the duties and responsibilities of the Chief Operating Officer effective from August 15 to 24, 2021, except on matters concerning the following:

1. Hiring and termination of Employees, except for the hiring of emergency employees;
2. Transfer of Employees between offices/departments; and
3. Cancellation of Existing Infrastructure Projects.

All documents requiring the signature of the undersigned shall first be coursed through the Office of the Chief Operating Officer for proper control and prior endorsement to the OIC.


MARK T. LAPID
Chief Operating Officer