

Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR

Assistant Chief Operating Officers

Department/Division Managers

Risk Management Committee Members

FROM

Chairperson

Risk Management Committee

RE

Risk Management Seminar/ Workshops

DATE

24 March 2021

FOR INFORMATION

The Chief Operating Officer has approved the conduct of the Risk Management Seminar for MANCOM members, Department/Division Managers, & Risk Management Committee members on Thursday, 8 April 2021, from 8am to 5pm.

Said seminar is in compliance with the requirements of the Quality Management System (ISO 9001:2015) and GCG's Corporate Governance Scorecard.

Further, kindly be informed that the following activities shall also be conducted in April:

Т	Activity	Date 12.14 April	Participants	
1 2	Risk Management		Principal and Alternate Risk Management Focal Persons	
		26-27 April	Principal and Alternate Risk Management Focal Persons &	
	Workshop	200 NO.	Officers (Entities)	

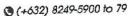
Please see attached Office Order No. 041-2021 dated 22 March 2021 on the designation of Risk Management Focal Persons.

Rest assured that we shall align the conduct of the above activities with the guidance that will be issued by Management &/or the National Government on work arrangements that will be implemented after the holy week.

Thank you.

FRANCIS RANDY J. HORTELANO

6th & 7th Floors, Tower 1, Double Dragon Plaza, Double Dragon Meridian Park Macapagal Avenue corner EDSA Extension, Bay Area, Pasay City 1302, Philippines a www.tieza.gov.ph 60 @TIEZAofficial











Republic of the Philippines Tourism Infrastructure & Enterprise Zone Authority

OFFICE ORDER No. 041 -2011

In the exigency of the service and to continually integrate the principles of Risk management into TIEZA's corporate culture, you are hereby designated as the Risk Management Focal Persons in your respective Office / Sector / Department / Entities and shall perform the following duties:

- a) Serve as the Focal Persons in crafting and regularly reviewing and updating the Risk Management Plans of your respective Office / Sector / Department /Entities and periodic reporting of the same to your principals, management, Risk Management Committee (RMC) or the Board Risk Management Sub-Committee (BRMC), as maybe necessary.
- Attend seminars/training programs related to risk management as maybe initiated or required by the Risk Management Committee, QMS Core Team on Training & Education, or the Human Resource Services Division;
- c) Assist your respective Office / Sector / Department / Entity during Internal Quality Audits (IQA) and/or 3rd party audits on matters related to risk management.
- d) Perform such other functions as maybe required by the BRMC, the Management or the Risk Management Committee.

Office	FOCAL PERSONS		
	Primary	Alternate	
ocos	King John Joshua T. Bauyon	Enna May H. Hermoso	
IAUD	Mark Timothy G. Linsag	Denesse A. Olegario	
MISD	Mary Grace S. Mendez	Leo Malcolm B. Mendoza	
COPD	Belinda D. Laranas	Elaine P. Dizon	
LEGD	Atty. Michelle Rivera	Angelo Santiago P. Alhambra	
BUDD	Irene R. Tumaob	Ma. Isabel T. Martinez	
OPED	Mary Jane S. Andres	Juliet P. Gatmaitan	
ADSD	Ma. Lina G. Melanio	Sheena C. Borromeo	
TAXD	Eugene Jayson M. Amon	Reynosa Jane A. Paday	
FISD	Nenita R. Medina	Althea Mariz A. Reynoso	
PEPD	Guillan F. Castillo	Lenard Buenaventura	
COMD	Eliel Joy A. Sison	Anthony V. Mendoza	
TEZMS	Cesar B. Ladringan, Jr.	Lahren Lee M. Caranay	
AESS	Nestor M. Domalanta Jr.	-	
AFS	Atty. Bumbo S. Cruz	1	
AMS	Mylene A. Magsino		



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mirgs Untition	FOCAL PERSONS	
TIEZA Entities	Primary	Alternate
Banaue Hotel & Youth Hostel	Marlon S. Prieto	Gina Araceili B. Dulnuan
ib Intramuros Golf Course	Jose Ramon L. Ramos Ma. Carmela L. Marquez	Krystine Joy A. Godalle Arceli Dolorosa C. Quijada
Gardens of Malasag Eco-Tourism		
Village	Ma. Gina I. Martinez	
Intramuros and Rizal Bagumbayan Light and Sound	Julius Mar G. Tambo	Maria Teresita A. Cabusora
Museum Zamboanga Golf Course and	Claire S. Borja	Irene S. Ybañez
Beach Park Balicasag Island Dive Resort	Elleonor G. Gulangan	Mercedita Oyales

In the absence of the primary focal person, the alternate shall promptly assume all his/her duties. Hence, it is expected that the primary focal person shall work closely with his/her alternate to ensure smooth coordination of risk management activities in their respective Office/ Sector/ Department/ Entity.

This Office Order shall take effect immediately until superseded.

Issued this 22nd day of March 2021.

MARK T. LAPID

Chief Operating Officer