



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:

	Activity	Date	Participants
1	Risk	12-14 April	Principal and Alternate Risk Management Focal Persons
2	Management Workshop	26-27 April	Principal and Alternate Risk Management Focal Persons & 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





Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

OFFICE ORDER

No. 091-2021

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.
- b) 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. Ladrangan, Jr.	Lahren Lee M. Caranay
AESS	Nestor M. Domalanta Jr.	-
AFS	Atty. Bumbo S. Cruz	-
AMS	Mylene A. Magsino	-




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