



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

Reassignment Officer Order No. 100 - 2021

Name of Employee	: <b>JOSEPH RAY G. ABION</b>
Position/Salary Grade	: Sr. Travel Tax Officer B - SG17
Present Place of Assignment and duties: <b>Travel Tax Department / EXAM</b>  <ol style="list-style-type: none"><li>1. Reviews audit findings/assessments and prepares summary of assessments and other reports.</li><li>2. Examines airline's records by conducting field audit, vouches tickets against sales report submitted to TIEZA, and verifies validity of certificates submitted to airlines (TEC, RTT &amp; OEC)</li><li>3. Posts refunds to corresponding entries of tax collections per sales reports and prepares summary of findings for disallowed and unmatched F356 and refunds</li><li>4. Prepares collection report and breakdown of remittances, and prepares notices for unreconciled remittances addressed to airlines or shipping companies</li><li>5. Discusses initial audit findings/assessments with the concerned airline officials</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> Effectivity Date: September 16 to October 16, 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. BULAUTAN</b> Assistant Chief Operating Officer for Administration and Finance  Approved :   <b>MARK T. LAPID</b> Chief Operating Officer