



TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY

6th & 7th Floors, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
Edsa Extension, 1302, Bay Area
Pasay City

(+632) 8249-5900 up to
79 loc. 733 and 755
brdd.tieza@gmail.com
www.tieza.gov.ph

MEMORANDUM

FOR : **POCHOLO J.D. PARAGAS**
Chief Operating Officer

THRU : **MICHELLE MAE V. VIVO**
Head Technical Assistant

THE ASSISTANT CHIEF OPERATING OFFICER
Assets Management Sector

FROM : **THE MANAGER**
Business Development Department

SUBJECT : **REHIRING OF MR. JO IAN E. MORENO**
Graphic Designer Artist

DATE : April 24, 2020

The Contract of Service (COS) personnel, Jo Ian E. Moreno, assigned at the Business Development Department (BUDD) of the Assets Management Sector (AMS) has exceptionally performed the tasks assigned to him and delivered his outputs on time. His services are essential in the operation of the Department.

The performance/accomplishment of his functions/deliverables not only complements and supports BuDD's promotions efforts for the operating properties but as well for the organization and its products and services are such as the travel tax, corporate projects, assets for investment through joint venture cooperation, HR activities, by way of ideating and creating visually communicative collaterals and blending design with business development for TIEZA's clients and stakeholders in different media platforms.

His functions are the following :

- Develop, create and deliver design lay-outs for marketing content, brand awareness campaigns, institutional and public service announcements.
- Assist and impart designs and materials needed by Technical Working Group (TWG) for websites in the creation of TIEZA and assets websites.
- Propose and create corporate and assets accoutrement, video and audio visual presentations for activities, airport terminals and travel tax counters, institutional campaign materials.
- Create and develop concepts, graphics and lay-outs for print media artworks with a wide range of media and use of graphic design.
- Assist and provide necessary designs and materials for Investment Group collaterals and presentation materials for local and foreign investors of TIEZA and Assets Public-Private Partnerships.
- Create, develop and implement booth designs during exhibits, conferences and other events which include layouts, signages, streamers and banners, mock-ups, miniature set-ups, related manning requirement and progress tracking for pre/post-prod for corporate and promotional events;



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- Facilitate in the creation and reproduction of design studies, samples and mock ups; Able to provide accomplishments whether working institutionally or remotely from home or other facilities, with brand acuity on materials and review of final artworks.
- Perform other creative services related to graphic function from time to time such as providing assistance during institutional activities cum events, meetings with suppliers and other production providers, coordinate, check & take stock of designs and materials required;
- Attend appropriate expos and symposiums for the development and improvement of marketing corporate and entities material, collaterals, equipment/office gears for present-day in-house print production.

In addition, Mr. Moreno accepts and accomplishes workloads not only from BUDD where he is assigned but from other departments and sectors as well.

In view thereof, may we respectfully recommend the renewal of contract of service of Mr. Jo Ian E. Moreno, graphic designer artist, under the BUDD, AMS, from April 26 to July 25, 2020..

For your consideration and approval, Sir.

Thank you.

MA. EVELYNE A. FRANCISCO

Recommending Approval:
APPROVED/DISAPPROVED:

JETRO NICOLAS F. LOZADA
Assistant Chief Operating Officer
Assets Management Sector

POCHOLO J.D. PARAGAS
Chief Operating Officer

CONTRACT OF SERVICES

This Contract of Service made and entered into this 26th day of April 2020 at Pasay City, Philippines, by and between:

The **TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**, an attached body corporate of the Department of Tourism by virtue of Republic Act No. 9593, with principal office address at 7th Floor Tower I, Double Dragon Plaza, Double Dragon Meridian Park, Macapagal Avenue, corner EDSA Extension, Bay Area, Pasay City 1308, represented herein by its Chief Operating Officer, **POCHOLO J.D. PARAGAS** (hereafter referred to as "**FIRST PARTY**").

- and -

JO IAN E. MORENO, a Filipino Citizen, of legal age and with postal address at Unit 107 Alberto Building Capri Oasis, Dr. Sixto Avenue, Brgy. Maybunga, Pasig City (hereafter referred to as "**SECOND PARTY**").

RECITALS

WHEREAS, the Business Development Department of the First Party is in need of the services of the Second Party who shall perform work not performed by the regular personnel of TIEZA;

WHEREAS, the Second Party has signified his intention, to which the First Party has accepted, to provide the service needed by the latter;

WHEREAS, the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;

WHEREAS, the Second Party has a background on advertising and promotions, tourism, sales and marketing;

WHEREAS, the Second Party is up to date with the latest computer graphics and design software and computer technologies to remain competitive;

NOW, THEREFORE, for and in consideration of the foregoing premises and covenants and undertakings hereinafter set forth, the parties hereto have agreed as follows:

1. The Second Party, to be designated at the Business Development Department is expected to perform the following functions:
 - a) Develop, create and deliver design lay-outs for marketing content, brand awareness campaigns, institutional and public service announcements, e-magazines, digital banners, travel tax advisories, promotional advertisements thru online media platforms including but not limited to TIEZA website, Facebook, Twitter, and Instagram for effective social media engagement to strengthen customer relationships and improve online experience;
 - b) Assist and impart designs and materials needed by Technical Working Group (TWG) for websites in the creation of TIEZA and assets websites by way of high quality/high resolution materials including proposed layout studies for website, photograph and photo manipulations & editing on paraphernalia used, collaborating and participating in relevant meetings, contributing concepts and insights;
 - c) Propose and create corporate and assets accoutrement, video and audio visual presentations for institutional activities, airport terminals and travel tax counters, including the production of multimedia campaign materials;
 - d) Create and develop concepts, graphics and lay-outs for print media artworks with a wide range of media and use of graphic design software which includes participation in the creation of special effects, animation or other visual presentation, computers or other electronic tools and media for use in design for above-the-line & below-the-line print, event and media advertisements, product illustrations, give-aways, company profiles, corporate annual reports, print advertisements, such as TIEZA logos, brochures, magazines, tarpaulins, banners, flyers and other promotional and institutional collaterals and materials including proposed signages and displays;

JO IAN E. MORENO
SECOND PARTY

POCHOLO J.D. PARAGAS
For TIEZA

- e) Assist and provide necessary designs and materials for Investment Group collaterals and presentation materials for local and foreign investors of TIEZA and Assets Public-Private Partnerships by way of diagrammatic representations of areas and informative particulars;
 - f) Create, develop and implement booth designs during exhibits, conferences and other events which include layouts, signages, streamers and banners, mock-ups, miniature set-ups, related manning requirement and progress tracking for pre/post-prod for corporate and promotional events;
 - g) Facilitate in the creation and reproduction of design studies, samples and mock ups; Able to provide accomplishments whether working institutionally or remotely from home or other facilities; Incorporate changes, review final lay-out and suggest improvements, revise files for branding acuity on designs recommended by TIEZA into the Final Designs before printing or publication, and/or installation;
 - h) Perform other creative services related to graphic function from time to time such as providing assistance during institutional activities cum events, meetings with suppliers and other production providers, coordinate, check & take stock of designs and materials required;
 - i) Attend appropriate expos and symposiums for the development and improvement of marketing corporate and entities material, collaterals, equipment/office gears for present-day in-house print production of TIEZA.
2. The Second Party hereby attests that he is not related within the third degree of consanguinity or affinity to the: 1) hiring authority and/or 2) representative of the First Party; that he has not been previously dismissed from government service by reason of an administrative offense;
 3. The Second Party is hereby contracted as a *Graphic Designer Artist* at the Business Development Department in consideration of the monthly rate of **Thirty Eight Thousand Pesos Five Hundred Pesos (P38,500.00)** to be paid on a monthly basis;
 4. That the monthly fee shall be processed and paid only upon submission of the SECOND PARTY'S monthly outputs and/or deliverables to be required, as certified by the Chief Operating Officer or his duly authorized representative.
 5. The Second Party shall perform work at a time and schedule to be agreed upon by both parties;
 6. The duration of this Agreement shall commence from **April 26, 2020** until **July 25, 2020** or a period of Three (3) months subject to renewal upon agreement by both parties;
 7. It is understood that this contract does not create an employer and employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and as bases for entitlements to leave privileges and other benefits enjoyed by the regular personnel of the First party, such as but not limited to PERA, ACA and RATA;
 8. terminated earlier than the expiration date due to unsatisfactory service, unavailability of funds, early completion or discontinuance of the project, or other reasons within the control of the First Party.

IN WITNESS WHEREOF, the parties hereto have set their hands on the date and place above-written.


POCHOLO J.D. PARAGAS
For the *FIRST PARTY*


JO IAN E. MORENO
SECOND PARTY

SIGNED IN THE PRESENCE OF:


JETRO NICOLAS F. LOZADA
Assistant Chief Operating Officer
Assets Management Sector


MA. EVELYNE A. FRANCISCO
Manager
Business Development Department

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, a Notary Public in and for _____, Philippines, this ____ day of _____ 2020 personally appeared:

| Name | ID Presented/ID No. | Date & Place Issued |
|----------------------|---------------------|---------------------|
| POCHOLO J.D. PARAGAS | TIEZA ID No. 3270 | City of Makati |
| JO IAN E. MORENO | TIEZA ID No. 3365 | City of Makati |

all known to me to be the same persons who executed the foregoing Contract and acknowledged to me that the same is their free and voluntary act and deed and that of the entities they respectively represent.

This instrument consists of **THREE (3) PAGES**, including this page where this acknowledgment is written.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and at the place first above written.

NOTARY PUBLIC

Doc No. ____;
Page No. ____;
Book No. ____;
Series of 2020.