


BI-MONTHLY DELIVERABLE/OUTPUT SHEET **Department: TEZ Regulation Department**

Name of Employee: FUNILAS, Hanna Joy B.
Office/Unit: Evaluation and Registration Division

Schedule	Deliverables/Outputs	Deadline of Submission	Submission Channel	Signature of Supervisor
04-07 January 2021	<ul style="list-style-type: none"> Meeting with Evaluation and Registration Division for 2021 targets and other pending tasks. 	-	(05 Jan 2021)	
	<ul style="list-style-type: none"> Answered phone inquiries from representatives of La Jolla TEZ regarding the start of their operation; and Lio Tourism Estates regarding their application documents submission. 	-	(06 Jan 2021)	
	<ul style="list-style-type: none"> Draft powerpoint presentation for the meeting with the Department Manager 	07 Jan 2021	Submitted to the Enterprise Services Chief (07 Jan 2021)	
	<ul style="list-style-type: none"> Draft letter for Lio Tourism Estate regarding the Recovery Program of TIEZA 	12 Jan 2021	Submitted to the Division Manager (11 Jan 2021)	
11-14 January 2021	<ul style="list-style-type: none"> Meeting with the Department Manager 	-	(12 Jan 2021)	 Atty. Niño Ruperto F. Aquino <i>Manager, TERD</i>
	<ul style="list-style-type: none"> Updated List of Ongoing Applications; and Project Work Timelines 	14 Jan 2021	(13 Jan 2021)	

Prepared By:


Hanna Joy B. Funilas
Assistant Evaluator



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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TIME RECORD

I hereby certify that I have rendered services regularly for the month of
01-15 January 2021 except on the following dates indicated:

CHARGEABLE AGAINST

DATE	SICK LEAVE	VACATION LEAVE
-	-	-


Hanna Joy B. Funilas
Name and Signature

Assistant Evaluator
Designation

Noted:


Atty. Niño Ruperto F. Aquino
Department Manager

This form should be submitted within three (3) days of the succeeding month.

cc: Department File
Employee