


email to all
entire concern



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

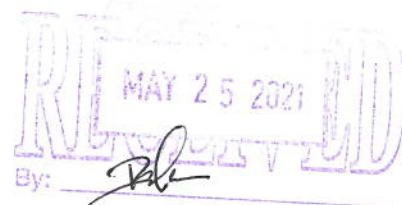
MEMORANDUM

FOR : ALL CONCERNED OFFICERS AND EMPLOYEES

FROM : 
ROSANNA M. OLGADO
Manager, Administrative Services Department

SUBJECT : **Virtual Flag Ceremony Leaders**

DATE : 25 May 2021



Relative to the conduct of the above subject, may we request managers/supervisors to allow the following personnel assigned to lead the ceremony every Monday, 8:30 AM via Zoom Meeting:

DATE	NAME	OFFICE
Jun 07	Joanna May C. Diaz	TAXD-BAGUIO
Jun 14	Vivian G. Tundagui	OPED-BHYH /
Jun 21	Joseph Bryan S. Mendoza	TAXD
Jun 28	Charisse L. Berjuega	FISD
Jul 05	Rene Lenard M. Buenaventura	PEPD
Jul 12	Ellan Rheanne D. Alanano	OPED-ZGCBP /
Jul 19	Grace R. Cinco	TAMD
Jul 26	Ruth U. Imboc	TAXD-Davao

Further, in the event that the assigned personnel will not be able to commit his/her participation to the assigned schedule, **it is expected that another employee from his/her office will be the substitute.**

Please coordinate with the Learning and Development Team for any questions via learning@tieza.gov.ph. It is also requested that assigned leaders will join in the virtual flag ceremony earlier than 8:30 am.

For your information and compliance.