



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : The MANAGER
Administrative Services Department

FROM : The MANAGER
Operations Department

RE : *Opening of Plantilla Positions*

DATE : October 21, 2021

There has been various vacancies in the different entities caused by promotion, retirement and resignation of employees. This situation has brought difficulties in the daily management and operation of the entities due to shortage of accountable persons, conflicting assignments and unavailable signatories.

In this regard, request for the opening of plantilla positions at the following entities:

Banaue Hotel & Youth Hostel	-	Hotel Operations Officer B	SG13
Club Intramuros Golf Course	-	Division Manager A	SG24
		Sports Complex Administrator	SG21
Balicasag Island Dive Resort	-	Resident Manager A	SG22
		Senior Corporate Accounts Analyst	SG15
Intramuros & Rizal's Bagumbayan	-	Resident Manager B	SG20
Light & Sound Museum			

Anticipating for your immediate attention on this matter.

Atty. MARIA TERESA C. ALVAREZ

Noted by:

JETRO NICOLAS P. LOZADA
ACOO- Assets Management Sector