



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

MEMO FOR : **JETRO NICOLAS F. LOZADA**  
ACOO, Asset Management Sector

THRU : **ATTY. MARIA TERESA C. ALVAREZ**  
Manager, Operations Department

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SUBJECT : **VARIOUS MATTERS**

FROM : **CEBU FIELD OFFICE**

DATE : **JUNE 08, 2021**

Relative to the reopening of Dalaguete Beach Park, the tourism industry and economy in the province following the new normal, may we request for the resumption of the 22 working day schedule of the Job Orders of Dalaguete Beach Park and Cebu Field Office.

Hereunder is the workforce and their corresponding assignments/tasks to wit:

**1. Ybanez, Randy**

- Collects fees and issues corresponding receipts to guests;
- Prepares Report of Accountability, Daily Collection Reports and remits collection to Cebu Field Office/Tourism Coordinator every Monday of the week;
- Requests tickets and Official Receipts from Cebu Field Office and safeguards/monitors availability of said forms and conducts inventory on issuance;
- To oversee and supervise maintenance works and observance of health protocols;
- In-charge of payments of utilities and updates from LGU.

**2. Enopia, Dalla**

- Acts as Alternate Teller;
- Supplies Custodian;
- Maintains cleanliness in shower and comfort rooms and surrounding areas.

**3. Lorican, Joel**

- Performs preventive maintenance to ensure that building systems operate efficiently both in Dalaguete Beach Park and Cebu Field Office;
- Monitors building security and safety of building concerns against hazards both in Dalaguete Beach Park and Cebu Field Office;
- Does carpentry work both in Dalaguete Beach Park and Cebu Field Office;
- Alternate Lifeguard;
- Canvasser/Purchaser.

**4. Vasquez, Geronimo**

- Handles landscaping, cultivation/watering of ornamental plants
- Assists in shower fee collection;
- Cleans shower rooms, comfort rooms and surroundings;
- Assists in the carpentry and maintenance works.

**5. Jean Carla Mata**

- Prepares financial and statistical reports;
- In-charge of incoming and outgoing communications;
- Assists/coordinates with Cebu Field Staff on compliance and submission of pertinent documents to TIEZA Main Office or as instructed and administrative matters;
- Prepares vouchers and handles documentations for the SDO in the reimbursement processes for both Cebu Field Office and Hyperbaric Chamber Working Funds.

**6. Kristoffer Leo Alilin**

- Prepares Contracts of Lease and other necessary documentations, updates Statements of Accounts of Moalboal lessees;
- Caretaker of Moalboal property;
- Secures documents relative to Land Titling and other legal documents;
- Answers queries on TIEZA Moalboal Properties on prospective clients.

**7. Gerardo Sotomayor**

- Maintains cleanliness of Cebu Field Office;
- Assists the Tourism Coordinator in the property custodianship;
- Canvasser/Purchaser;
- Assists in the monitoring of Kang Irag and Maomawan Properties.

**8. Kevin Mercado**

- Does maintenance check of Hyperbaric Chamber Facility
- On-call Hyper baric Chamber Tender;
- In-charge Dalaguete Beach Park Reservations staff.

**9. Andrew Ray Herrera**

- Hyperbaric Nurse;
- Takes charge in the availability of the Hyperbaric Chamber 24/7;
- Facilitates collection of the Hyperbaric Chamber treatment Fees;
- Alternate Dalaguete Beach Park Reservations staff.

For your consideration and approval, Sir.



**MA. GINA I. MARTINEZ**

Republic of the Philippines  
Province of Cebu  
Municipality of Dalaguete

OFFICE OF THE MUNICIPAL MAYOR

SMP NO. 468-2021

**SPECIAL MAYOR'S PERMIT**

**IS HEREBY GRANTED TO**

**DALAGUETE BEACH PARK**

**Address: Casay, Dalaguete, Cebu**

To conduct/engage and has the **PROVISIONAL AUTHORITY TO OPERATE** (in accordance with the Department of Tourism Administrative No. 2020-0702A subject to compliance with the Omnibus Guidelines on the Implementation of Community Quarantine) at Casay, Dalaguete, Cebu for the period of **THREE (3) MONTHS** from June 4, 2021 up to August 3, 2021 only.

This **PERMIT** is valid on the dates specified above and is subject to all existing laws, rules and ordinance of the municipal government.

Further, this office reserves the right to revoke this permit anytime should public safety and interest so warrant.

Given this 4th day of June, 2021 at Dalaguete Municipal Hall, Dalaguete, Cebu, Philippines.

APPROVED

  
HON. JEFFREY B. BELCUNA  
Municipal Mayor



HUAWEI nova 3i  
DUAL CAMERA