



**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 735
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. LANCE RENZ M. BALDOVINO
Junior Graphic Designer Artist

DATE : March 2, 2020

The abovementioned Contract of Service assigned at the Business Development Department (BUDD) of the Assets Management Sector has exceptionally performed the tasks assigned to him and delivered his outputs on time. His services is essential in the operation of the Department, hence, this recommendation for rehiring his services.

MR. LANCE RENZ M. BALDOVINO (Junior Graphic Designer Artist)

- Assists in the creation, development, execution of the overall design and layout, and in the production of brochures, other promo and collateral materials and print advertisements;
- Assists in the creation, development, execution of new concepts, designs, graphics and layouts;
- Renders concepts, graphics, and layouts for TIEZA logos, product illustrations and websites;
- Assists in the creation of concepts and execution of booth design and layout during exhibits and other events;
- Reviews final lay-out and suggests improvements, if necessary;
- Incorporates changes or new designs recommended by TIEZA into the Final Design before printing or publication, and/or installation;
- Works with a wide range of media and uses graphic design software;
- With background in advertising, marketing, promotions, tourism and social media communications;
- Concept and execution of Audio Visual Presentations for TIEZA;



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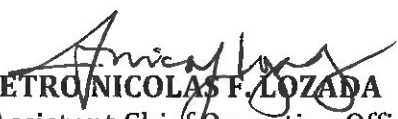
- Participate in design and production of multimedia campaigns, assisting with such responsibilities as production coordination, background design and progress tracking for TIEZA;
- Performs other creative services and accomplishes related function from time to time.

In addition, said artist also accepts workloads not only from BUDD where he is assigned, but also creative works and collaterals for TIEZA Operating and Non-Operating Assets, Travel Tax, Infrastructure Projects and Special Programs as the need arises for other Sectors as well.

For your consideration and approval, Sir.


MA. EVELYNE A. FRANCISCO

Recommending Approval:


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

APPROVED/DISAPPROVED:


POCHOLO J.D. PARAGAS
Chief Operating Officer

