



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority


OFFICE ORDER No. 019-2021

In the exigency of the service, Mr. Michael Marquez, Technical Assistant assigned at the Office of the Chief Operating Officer (OCOO), is hereby designated as Alternate Signatory/Approving Authority for administrative matters.

Mr. Marquez shall sign and approve for and in behalf of the undersigned, the following documents for the OCOO Sector:

- Daily Time Record
- Liquidation of Travel
- Requests for Overtime
- Overtime accomplishment reports
- Monthly accomplishment report of Consultants
- Purchase Request not exceeding Php 10,000.00
- Purchase Order / Job Order not exceeding Php 10,000.00
- Petty Cash Vouchers
- Disbursement Vouchers related to the expenses of the OCOO
- Requests for payment of overtime services rendered, meal and transportation allowance and monetization of leave credits

This Office Order shall take effect immediately and shall remain in force unless revoked or amended.


MARK T. LAPID
Chief Operating Officer

1 February 2021

