



Republic of the Philippines
Tourism Infrastructure and Enterprise Zone Authority

OFFICE ORDER

No. 094-2021 *ndj*

In our drive to improve records maintenance and to achieve systematic records management, we would like to reiterate the use of the following official office codes in **ALL TIEZA TRANSACTIONS** in reference to Office Order No. 331-2017:


Sn.	Office Name	Office Code
OFFICE OF THE CHIEF OPERATING OFFICER (OCCO)		
01	Office of the Chief Operating Officer	OCCO
02	Office of the Corporate Secretary	OCOS
03	Management Information Systems Department	MISD
04	Internal Audit Department	IAUD
05	Financial Audit Division	FAD
06	Operations Audit Division	OAD
07	Legal Department	LEGD
08	Litigation Division	LID
09	Legal Services Division	LSD
10	Corporate Planning Department	COPD
11	Strategic Planning Division	SPD
12	Monitoring & Evaluation Division	MED
ADMINISTRATION & FINANCE SECTOR (AADF)		
13	Office of the ACOO for Administration & Finance	AADF
14	Administrative Services Department	ADSD
15	Human Resource Services Division	HRD
16	General Services Division	GSD
16	Financial Services Department	FISD
18	Accounting Division	ACD
19	Budget Division	BUD
20	Treasury Division	TRD
21	Travel Tax Department	TAXD
22	Examination Division	EXD
23	Privilege Administration Division	PAD

Sn.	Office Name	Office Code
ARCHITECTURAL & ENGINEERING SERVICES SECTOR (AAES)		
24	Office of the ACOO for the Architectural and Engineering Services	AAES
25	Project Evaluation and Planning Department	PEPD
26	Project Planning & Design Division	PDD
27	Project Management Division	PMD
28	Construction Management Department	COMD
29	Contract Management Division	CMD
30	Construction Supervising Division	CSD
ASSET MANAGEMENT SECTOR (AMGT)		
31	Office of the ACOO for the Asset Management	AMGT
32	Business Development Department	BUDD
33	Business Research & Development Division	BRD
34	Sales Division	SSD
35	Operations Department	OPED
36	Banaue Hotel & Youth Hostel	BHYH
37	Balicasag Island Dive Resort	BIDR
38	Club Intramuros Golf Course	CIGC
39	Gardens of Malasag Eco-Tourism Village	GMETV
40	Intramuros Light & Sound Museum	ILSM
41	Zamboanga Golf Course & Beach Park	ZGCBP
TEZ MANAGEMENT SECTOR (ATEZ)		
42	Office of the ACOO for the Tourism Enterprise Zone Management	ATEZ
43	TEZ Regulation Department	TERD
44	Evaluation & Registration Division	ERD
45	Permits & Licenses Division	PLD
46	Incentives Administration	IAD
47	TEZ Assistance & Monitoring Department	TAMD
48	TEZ Compliance Monitoring Division	TCM
49	TEZ Designated Areas	TDA
DETAILED OFFICE		
50	Commission On Audit	COA

All managers and heads of offices shall ensure that all documents coming from their respective departments/divisions/offices follow the usage of the abovementioned codes to achieve the uniformity that we have been continuously seeking for our records.

For your guidance and compliance.

August 31, 2021


MARK T. LAPID
Chief Operating Officer *73*