



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
Edsa Extension Bay Area
Pasay City 1302

(+632) 512-0485
 gsd@tieza.gov.ph
 www.tieza.gov.ph

MEMORANDUM

FOR : The Managers

*Financial Services Department
Management Information Systems Department
Operations Department
Business Development Department
Travel Tax Department
Internal Audit Department
TEZ Assistance and Monitoring Department*

FROM : The Manager

Administrative Services Department

SUBJECT : 2020 Annual Physical Inventory of Property, Plant and Equipment

DATE : October 15, 2020



Relative to the above subject, and in compliance with COA Circular No. 80-124 for the conduct of Inventory of Fixed Assets of GOCCs, may we request your office to designate a committee representative/s (*Main Office*) and/or Property Custodian (*Entities/Flagship TEZs and TTAX Satellite Offices*) as stipulated in Item No. IV of the attached approved **Interim Guidelines for the Conduct of Annual Physical Inventory During Covid-19 Pandemic**.

To ensure the continuity and systematic inventory procedures and safekeeping of TIEZA properties, property custodians for inventory proceedings must be a holder of a permanent position.

A. Inventory Committee Representative:

- 2 representatives from Accounting Division
- 2 representatives from Management Information Systems Department
- 1 representative from Operations Department (for Operating Entities)
- 1 representative from Business Development Department (for Non-Operating Entities)
- 1 representative from Travel Tax Department (for Travel Tax Counters/Satellite Offices)
- 1 representative/witness from Internal Audit Department

B. Property Custodian:

- 1 representative (per entity/office) from the following:
 - Operating Entities
 - Non-Operating Entities
 - TEZ Flagship Offices
 - Travel Tax Satellite Offices

Please submit to General Services Division the names of representative and property custodian using the attached Reply Slip not later than October 26, 2020. You may contact Mr. Patricio Celendro of GSD at local 612 for further information and/or clarification.

An online briefing will be conducted on October 29, 2020 via MS Teams to orient the representatives/property custodians in the conduct of inventory taking.

Your full cooperation and assistance will be greatly appreciated.

ROSANNA M. OLGADO

Noted by:

ATTY. JOY M. BULAUTAN
ACOO, Administration and Finance Sector



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MEMORANDUM

TO : The Manager
Administrative Services Department

THRU : The Manager
General Services Division

REPLY SLIP	
Program/Activity	Annual Physical Inventory of Property, Plant and Equipment
Name of Department/Office	
Name of Committee Representative/s (Main office) and/or Property Custodians (Entities, TEZ Flagship Offices and TTAX Satellite Offices)	1. _____ 2. _____ 3. _____
Name and Signature of Dept./Office Head	
Date	