





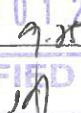


**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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Reassignment of Personnel within TIEZA shall use the following form:

Reassignment Office Order No. 015-2021-1A

Name of Employee	: REX E. IMBOC
Position/Salary Grade	: Job Order
Present Place of Assignment and duties: <b>Business Development Department</b>  1. Coordinates closely with DOT/TPB their COVID-19 related healing and Recovery Programs and events for the Tourism industry as a whole, where TIEZA may participate 2. Functions as GMETV Sales Account Officer and Assist in the preparation of a Marketing Plan for GMETV 3. Conduct sales calls and sales presentation to clients. 4. Evaluates sponsorships and advertising proposals and conducts sales calls and sales presentations. 5. Assists in the implementation of events for the TIEZA properties and mans the TIEZA booth in promotional activities participated in by TIEZA for travel trade, corporate, government and school markets segments. 6. Responsible for the systematic filing system of Sales Division and performs other related tasks.	Proposed Place of Assignment and duties: <b>Office of the Chief Operating Officer</b>  1. Handles both online and offline communications of the Office of the Chief Operating Officer. 2. Facilitates all requests for assistance on tourism activities from the Office of the Chief Operating Office such as, but not limited to, sponsorship to local government units and private sector. 3. Primarily handles the OCOO's public relations work. 4. Assists in the design of digital media campaigns with the aim of promoting existing TIEZA funded or initiated projects in partnership with related TIEZA departments; 5. Maintains a record of all communications submitted to the OCOO. 6. Responsible for the continuous design of an efficient system of dissemination and retrieval of information in the OCOO. 7. Monitors updates online such as, but not limited to, news articles and social media sites that are of importance in the attainment of OCOO's/TIEZA's objectives.  Effective Date: January 21, 2021
Recommended by:   <b>MA. EVELYNE A. FRANCISCO</b> Manager, Business Development Department   <b>CERTIFIED COPY</b> By: 	Recommending Approval :   <b>JETRO NICOLAS F. LOZADA</b> Assistant Chief Operating Officer for Asset Management  Approved :   <b>MARK T. LAPID</b> Chief Operating Officer