



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

TO : The MANAGER
Management Information Systems Department

FROM : The MANAGER
Operations Department

SUBJECT : REQUEST FOR NEW EMAIL ADDRESS

DATE : May 27, 2021

Considering the functions of the department which necessitate constant communication thru email with the different operating entities, we request for a separate email address for the Operations Department to be used for official communications.

Thank you

Atty. MARIA TERESA C. ALVAREZ