



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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Memorandum


For : All Sector Heads/ Department Managers / Officers-in-Charge
From : Management Information Systems Department
Subject : Online Document Management System (ODMS)
Date : 14 December 2020

Relative to the implementation of the ODMS and to maximize its usage and functionalities, may we request your authorized users to attend the online user training on the 16th of December 2020. A calendar invite will be sent thru their MS Teams / email accounts.

9:00 a.m. – 11:00 a.m.	1:00 p.m. – 3:00 p.m.
Office of the ACOO for AESS Project Planning and Evaluation Department Construction Management Department	Officer under the Chief Operating Officer Bids & Awards Committee Corporate Planning Department Internal Audit Department Legal Department OCOO Proper/Records Office of the Corporate Board Secretary
Office of the ACOO for AMS Business Development Department Operations Department	
Office of the ACOO for AFS Administrative Services Department Financial Services Department Travel Tax Department	Office of the ACOO for TEZMS TEZ Regulation Department TEZ Monitoring Department

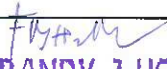
Kindly return to us the reply slip on or before the 15th of December 2020.

Thank you for your usual cooperation.


RAQUEL S. DELACRUZ
Manager

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REPLY SLIP	
Employee Name	MS Account / Email Account
May Anne B. Abana	mayabana@gmail.com / god@tieza.gov.ph
GIECHELLE LYKA H. PERALTA	peralta.bh@tieza.gov.ph


FRANCIS RANDY J. HORTELANO
Signature over Printed Name
Head of Office

14 December 2020
Date