




Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority


MEMORANDUM

FOR : ALL CONCERNED OFFICERS AND EMPLOYEES

FROM : 
ROSANNA M. OLGADO
Manager, Administrative Services Department

SUBJECT : *Virtual Flag Ceremony Leaders*

DATE : 19 July 2021

By: 
JUL 21 2021
KUL

Relative to the conduct of the above subject, may we request managers/supervisors to allow the following personnel assigned to lead the ceremony every Monday, 8:30 AM via Zoom Meeting:

DATE	NAME	OFFICE
Aug 02	Karen Keith V. Lontoc	OCOO
Aug 09	Ivan Jasfer M. Pablico	TAMD-San Vicente
Aug 16	Biechelle Lyka H. Peralta	FISD
Aug 23	Jayson C. Tuazon	TAXD-DMIA
Aug 30	Andrea Camille M. Divina	TAXD
Sep 06	Arceli Dolorosa C. Quijada	OPED-GMETV
Sep 13	Trina Lin B. Hurna	TAMD
Sep 20	Joseph Bryan S. Mendoza	TAXD
Sep 27	Ma. Lina G. Melanio	ADSD

Further, in the event that the assigned personnel will not be able to commit his/her participation to the assigned schedule, **it is expected that another employee from his/her office will be the substitute.**

Please coordinate with the Learning and Development Team for any questions via learning@tieza.gov.ph. It is also requested that assigned leaders will join in the virtual flag ceremony earlier than 8:30 am.

For your information and compliance.