



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

6th & 7th Floors, Tower 1
DoubleDragon Plaza
DD Meridian Park
Macapagal Avenue corner
EDSA Extension
1302 Bay Area, Pasay City

(+632) 8249-5900 loc.62
learning@tieza.gov.ph
www.tieza.gov.ph

MEMORANDUM

FOR : OFFICE OF THE COO/SECTOR/ DEPARTMENT / OFFICE HEADS

FROM : ROSANNA M. OLGADO
Manager, Administrative Services Department

SUBJECT : *Presentation of Board-Approved TIEZA's Enhanced Competency Framework & Online Assessment Administration*

DATE : January 26, 2021

As part of our **2021 GCG target** and implementation of the Competency-Based Human Resource System (CBHRS) of the Authority, we will be conducting a **VIRTUAL Info Session** and **ONLINE Competency Assessment Administration (Via Zoom)** on February 8 - 24, 2021. Target participants are **ALL permanent employees (all SG Levels)**, incumbents of plantilla positions of the Authority.

The session will include presentation of the board-approved enhanced TIEZA's Competency Framework, as a result of the Job Analysis and validation activities conducted last May to October 2020. The activity will also cover a real-time Online Competency Assessment of the attendees, for us to get the Baseline Proficiency Level of the Organization using the new framework.

Profiles Asia, our partner-provider will co-facilitate the 2-hour session and will provide the meeting links to your respective e-mail.

Please refer on the attached schedule.

Thank you for your usual support.



DEPARTMENTS/SECTORS	REQUIRED ATTENDEES	SESSION SCHEDULE
TEZ Regulation Department (TERD)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 8,2021 2-4PM
Financial Services Department (FISD)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 9,2021 2-4PM
Operations Department (OPED)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 10,2021 2-4PM
Business Development Department (BUDD)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 11,2021 2-4PM
Management Information Systems Department (MISD)	Department Manager +Regular Employees/Staff	Feb 12,2021 9-11AM
Administrative Services Department (ADSD)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 12,2021 2-4PM
Construction Management Department (COMD)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 15,2021 2-4PM
Project Evaluation & Planning Department (PEPD)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 16,2021 2-4PM
Corporate Planning Department (COPD)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 17,2021 9-11AM
Office of the Corporate Secretary (OCOS)	Division Manager+Regular Employees/Staff	Feb 17,2021 2-4PM
Internal Audit Department (IAUD)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 18,2021 2-4PM
Travel Tax Department (TAXD)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 19,2021 2-4PM
TEZ Assistance and Monitoring Department (TAMD)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 22,2021 2-4PM
Legal Department (LEGD)	Department Manager + Division Manager/s+Regular Employees/Staff	Feb 23,2021 2-4PM
Office of the Chief Operating Officer (OCCO) Administration and Finance Sector (AFS) Architectural and Engineering Services Sector (AESS) Assets Management Sector (AMS) Tourism Enterprise Zone Management Sector (TEZMS)	COO & ACOOs & TAs + Regular Employees/Staff of the Office	Feb 24,2021 2-4PM