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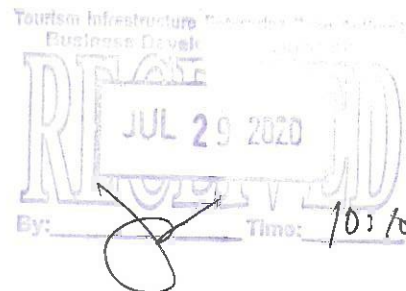
MEMORANDUM

FOR : All Concerned Departments

FROM : The Manager
Legal Department

**SUBJECT : Use of Electronic Signature in Signing the Appeal Memorandum on
Notice of Disallowance No. 2019-001 (15,16,17,18)**

DATE. : 21 July 2020



This is in reference with the Notice of Disallowance (ND) No. 2019-001 (15,16,17,18) dated 06 December 2019, which disallowed the grant of Anniversary Bonus and 13th Month pay for CYs 2015 to 2018, as well as the other allowances and cash gift given each year in the total amount of **Pesos: One Hundred Five Million Seven Hundred Eighty Eight Thousand Four Hundred Twenty Four and 63/100 (Php105,788,424.63).**

Under the 2009 Commission on Audit (COA) Revised Rules of Procedure, all named employees in the aforesaid ND can file their Appeal Memorandum within six (6) months from the date of receipt of the decision appealed from. The period to file the Appeal Memorandum reckoned from the date of receipt of the Notice of Disallowance No. 2019-001 (15, 16, 17, 18), which was on 06 December 2019. Accordingly, the concerned employees have until 03 June 2020 within which to file their Appeal Memorandum. However, pursuant to COA Resolution No. 2020-022, which suspended the deadlines for filing of appeals for Notices of Disallowance/Charge or auditor's decision and other pleadings falling on or after May 13, 2020 and granting additional period of 60 days from 03 June 2020, all employees named in ND No. 2019-001 (15,16,17,18) have until 01 August 2020 to file their Appeal Memorandum.

Although this Office is already finalizing the Appeal Memorandum, we are currently experiencing extreme difficulty in obtaining the signatures of all employees identified as appellants in the Appeal Memorandum. To resolve this conundrum and to ensure the prompt filing of the Appeal Memorandum, we have resolved to utilize electronic signatures of those employees who cannot personally sign the pleading. In connection with this, we have coordinated with the Administrative Services Department in providing the signatures of those employees who cannot personally sign in order for us to facilitate the prompt filing of the Appeal Memorandum. In this regard, we would like to request that the consent of the concerned employees be obtained by their respective Department Managers.

We trust that you find the foregoing in order and we hope for your cooperation.

Thank you.

Atty. Ivy V. Asetre