



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : ALL SECTOR HEADS / DEPARTMENT HEADS
FROM : THE DEPARTMENT MANAGER
Administrative Services Department
SUBJECT : Request for Upgrading of Job Orders
DATE : February 9, 2021

Please be informed that the request for the rate upgrading of Job Orders (JO's) must be done separately from the recommendation for renewal for the following reasons:

1. Rate upgrading needs review and evaluation.
2. It delays the renewal process since we need the result of the evaluation before we can process the renewal.

Please be guided accordingly.


ROSANNA M. OLGADO

