



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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**MEMORANDUM**

**FOR :** The Manager  
Administrative Services Department

**FROM :** The Manager  
Corporate Planning Department

**SUBJECT :** List of Qualified COPD Talents for Internet Subscription  
or Data Charges


**DATE :** 3 February 2021

Respectfully submitting, for your evaluation and consideration, list of CORPLAN talents in accordance with Office Order 082, 2020, as follows.

	NAME	REMARKS
<b>SG 18 AND ABOVE</b>	1. Francis Randy Hortelano 2. Atty. Jose Bechayda, Jr. 3. Ma. Mercedes Lacson 4. Belinda Laranas 5. Mikhael Bryan Caluya 6. Elaine Dizon 7. Anna Leah Bayot <i>(reassigned to the OCOO effective 1 Feb 2021)</i>	Effective 2021: Attendance to regular Flag Ceremonies; Monday morning staff meetings.  In 2020: Attendance monitoring system (daily log-in/out)
<b>BELOW SG 18</b>	1. Evelyn Del Rosario 2. Frances Desiree Eleemos 3. Melody Lejano 4. Ma. Kristina Salon 5. Sherryl Dalida 6. May Anne Abana 7. Biechelle Lyka Peralta	TEAMS / ZOOM meetings (held by Division Managers / Department Manager with the Staff in attendance relative to Corplan activities, i.e Strat Planning and performance scorecard monitoring Activities, among others)  Scouting and attendance to WEBINARS (as instructed by the OCOO)  Updating of project profiles (required for the legislative budget hearings and as

		required by project proponents)
<b>JOB ORDER PERSONNEL</b>	1. Margarita Flororita 2. Gerry Arcangel III	<b>Effective 2021:</b> Attendance to regular Flag Ceremonies; Monday morning staff meetings.  <b>In 2020:</b>  TEAMS / ZOOM meetings (held by Division Managers / Department Manager with the Staff in attendance relative to Corplan activities, i.e Strat Planning and performance scorecard monitoring Activities, among others)  Updating of project profiles (required for the legislative budget hearings)
<b>Driver</b>	1. Jose Rollo	Attendance monitoring system (daily log-in/out)  Attendance to regular Flag Ceremonies; Monday morning staff meetings.  Data Charges required for using WAZE

Thank you.

  
**FRANCIS RANDY J. HORTELANO**