



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

FOR : ALL PROPERTY CUSTODIANS OF TRAVEL TAX SATELLITE OFFICES,
TEZ FLAGSHIP OFFICES, AND TIEZA OPERATING ENTITIES

FROM : The Manager
General Services Division

SUBJECT : Online Briefing for the Conduct of 2021 Physical Inventory

DATE : June 01, 2021

Relative to the above subject, the General Services Division-Inventory Team will hold an online briefing for the Conduct of the 2021 Physical Inventory on June 17, 2021 at 2:00pm via Zoom. The briefing will cover updates on inventory taking in accordance with COA Circular No. 2020006 and the conduct of actual physical count at TIEZA Entities, Travel Tax Satellite Offices, and TEZ Flagship Offices considering the limitations brought by the ongoing pandemic.

Your attendance will be highly appreciated.


ANA RUTH L. MATEO

Noted by:


ROSANNA M. OLGADO
Manager, Administrative Services Department
Chairperson, Inventory Committee



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