



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM

T O : **THE MANAGER**
Legal Department

F R O M : **THE MANAGER**
Administrative Services Department

S U B J E C T : **DISCUSSIONS ON LEGAL MATTERS FOR TIEZA PRE-RETIREEES & OTHER INTERESTED PERSONNEL**

D A T E : **12 JULY 2021**

Pursuant to the Authority's Pre-Retirement Assistance Program, we plan to conduct a series of online forums for the 2nd Semester 2021 that would provide our pre-retirees a basic understanding on legal matters vis-à-vis future health care plans and decisions on finances and/or properties.

The forum topics would basically dwell on common legal issues that Senior Citizens should be aware of and prepare for, such as:

1. Philippine Laws and Issues Every Senior Citizen Should be Aware Of
2. Legal Documents and/or Forms Every Senior Citizen Should Know
3. Legal Planning to Manage Money and Well-Being for Old Age: Estate Planning and Administration

In view of the above, we would like to request for a lawyer in your office who would be able to share online his/her expertise and experience in handling the above matters.

For further clarifications on the topics and scheduling of the online forums, please coordinate with Ms. Abby Percela through telephone number 8249-5900 local 626 or email address: abypercela@gmail.com.

We hope that your office would be able to accommodate our request as these forums would enable our elder personnel to prepare for their future.

For your appropriate action.