



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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MEMORANDUM

FOR : OFFICE OF THE COO/SECTOR/ DEPARTMENT / OFFICE HEADS

FROM : ROSANNA M. OLGADO
Manager, Administrative Services Department

SUBJECT : *Presentation of Board-Approved TIEZA's Enhanced Competency Framework & Online Assessment Administration*

DATE : January 26, 2021

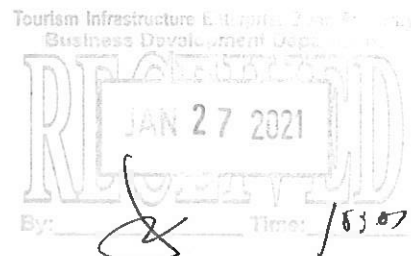
As part of our **2021 GCG target** and implementation of the Competency-Based Human Resource System (CBHRS) of the Authority, we will be conducting a **VIRTUAL Info Session and ONLINE Competency Assessment Administration (Via Zoom)** on February 8 – 24, 2021. Target participants are **ALL permanent employees (all SG Levels)**, incumbents of plantilla positions of the Authority.

The session will include presentation of the board-approved enhanced TIEZA's Competency Framework, as a result of the Job Analysis and validation activities conducted last May to October 2020. The activity will also cover a real-time Online Competency Assessment of the attendees, for us to get the Baseline Proficiency Level of the Organization using the new framework.

Profiles Asia, our partner-provider will co-facilitate the 2-hour session and will provide the meeting links to your respective e-mail.

Please refer on the attached schedule.

Thank you for your usual support.



| DEPARTMENTS/SECTORS | REQUIRED ATTENDEES | SESSION SCHEDULE |
|--|---|-----------------------|
| TEZ Regulation Department (TERD) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 8,2021 2-4PM |
| Financial Services Department (FISD) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 9,2021 2-4PM |
| Operations Department (OPED) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 10,2021 2-4PM |
| Business Development Department (BUDD) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 11,2021 2-4PM |
| Management Information Systems Department (MISD) | Department Manager +Regular Employees/Staff | Feb 12,2021 9-11AM |
| Administrative Services Department (ADSD) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 12,2021 2-4PM |
| Construction Management Department (COMD) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 15,2021 2-4PM |
| Project Evaluation & Planning Department (PEPD) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 16,2021 2-4PM |
| Corporate Planning Department (COPD) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 17,2021 9-11AM |
| Office of the Corporate Secretary (OCOS) | Division Manager+Regular Employees/Staff | Feb 17,2021 2-4PM |
| Internal Audit Department (IAUD) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 18,2021 2-4PM |
| Travel Tax Department (TAXD) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 19,2021 2-4PM |
| TEZ Assistance and Monitoring Department (TAMD) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 22,2021 2-4PM |
| Legal Department (LEGD) | Department Manager + Division Manager/s+Regular Employees/Staff | Feb 23,2021 2-4PM |
| Office of the Chief Operating Officer (OCCO) Administration and Finance Sector (AFS) Architectural and Engineering Services Sector (AESS) Assets Management Sector (AMS) Tourism Enterprise Zone Management Sector (TEZMS) | COO & ACOOs & TAs + Regular Employees/Staff of the Office | Feb 24,2021 2-4PM |