



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
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MEMORANDUM

For : ALL SECTORS
Offices under the Chief Operating Officer

From : THE OFFICE OF THE CHIEF OPERATING OFFICER

Re : Briefing of the COO

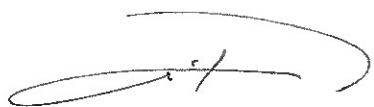
Date : 12 January 2021



An orientation briefing for the Chief Operating Officer is requested on 14 January 2021 at 10AM to be held at the Conference Room of the Office of the COO with emphasis on the following:

1. Background of the sector/office including officers under the sector and full personnel complement;
2. Duties and functions of the sector/office;
3. On-going projects and programs;
4. Plans and programs for 2021 including those committed to the Governance Commission for GOCCs (GCG) and the Office of the Secretary of Tourism;
5. Major issues and concerns per sector/office
6. Recommendations/suggestions/wishlist

The Investment Committee (IC), Joint Venture Selection Committee (JVSC) and the Bids and Award Committee (BAC) are likewise requested to provide briefing to the COO.


MARK T. LAPID
Chief Operating Officer

