



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
Edsa Extension 1302 Bay Area  
Pasay City



(+632) 249-5900 loc 7



businessdev@tieza.gov



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**MEMORANDUM FOR THE OFFICE OF THE CHIEF OPERATING OFFICER**

**THRU** : MICHELLE MAE V. VIVO  
Head Technical Assistant

: THE ASSISTANT CHIEF OPERATING OFFICER  
Assets Management Sector

**FROM** : THE MANAGER  
Business Development Department

**DATE** : 09 September 2020

**REHIRING OF JOB ORDERS  
FOR THE PERIOD OCTOBER 01 - DECEMBER 31, 2020**

NAME	RATE PER DAY W/ 20% PREMIUM	TASKS
1. <u>NINO P. BAUTISTA</u>	Php 809.83	<ol style="list-style-type: none"><li>1. Functions as Skeleton Workforce during the Community Quarantine Period.</li><li>2. Functions as the Property Custodian/Inventory Officer of the Department.</li><li>3. Takes Charge of the Online Document Management System (ODMS).</li><li>4. Facilitates purchase requests (PRs) of BRDD, SALES &amp; BUDD and follows up their documentation, production and delivery.</li><li>5. Handles and monitors the PRs, production and delivery of special projects such as collateral materials of Travel Tax Department.</li><li>6. Researches and gathers current prices and sample items of office supplies,</li></ol>



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		<p>collaterals, and corporate giveaways.</p> <ol style="list-style-type: none"> <li>Handles and monitors the Department's inventory of office supplies and equipment, promo materials and corporate giveaways.</li> <li>Assists in the ingress / egress of national, regional and provincial fairs and exhibits.</li> <li>Performs related functions that may be assigned from time to time.</li> </ol>
2. <u>REX E. IMBOC</u>	Php 914.08	<ol style="list-style-type: none"> <li>Functions as Skeleton Workforce during the Community Quarantine Period.</li> <li>Assists in the Reservations Counter for customer's inquiries, bookings/ reservations, cancellations, and / or refunds.</li> <li>Evaluates sponsorship and advertising proposals.</li> <li>Coordinates closely with DOT/TPB in their Covid-19 related Healing and Recovery Programs and events for the tourism industry as a whole, where TIEZA may participate.</li> <li>Assists in the implementation of events for the TIEZA Properties.</li> <li>Mans the exhibition booth in promotional activities participated in by TIEZA for travel trade, corporate,</li> </ol>



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		<p>government and school market segments.</p> <ol style="list-style-type: none"> <li>Functions as Sales Account Officer of GMETV.</li> <li>Conducts sales calls and sales presentations to clients.</li> <li>Assists in the preparation of a Marketing Plan for GMETV.</li> <li>Responsible for the Sales Division filing system.</li> <li>Performs related functions that may be assigned from time to time.</li> </ol>
<b>3. <u>GEORGE S. DOMINGO</u></b>	Php 764.02	<ol style="list-style-type: none"> <li>Functions as Skeleton Workforce for the Service Vehicle requirements of TIEZA.</li> <li>Provides driving services for the Sales Division staff in conducting sales calls and manning the TIEZA booth in NCR, provincial, regional and national events.</li> <li>Provides driving services of the BRDD staff in their official travel to the TIEZA Properties.</li> <li>Functions as substitute driver for the Department Manager.</li> <li>Takes charge of the ingress/egress of booth/pavilion exhibits for the government, academe and private sector &amp; DOT/TIEZA travel, tourism,</li> </ol>



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		<p>business and MICE and investment events.</p> <ol style="list-style-type: none"> <li>Assists in the implementation of the design and layout of the TIEZA booth.</li> <li>Facilitates the installation and setting-up of the logistical requirements to be used for travel trade, corporate, government, and school promo activities.</li> <li>Performs related functions that may be assigned from time to time.</li> </ol>
<b>4. <u>OLIVER T. VITOR</u></b>	Php 809.83	<ol style="list-style-type: none"> <li>Functions as Skeleton Workforce during the Community Quarantine Period.</li> <li>Functions as Record Custodian of the Division</li> <li>Responsible for the BRD filing system.</li> <li>Collaborates with and assists the Project Officers (POs) in the documentation of TIEZA Properties for business development plans, titling, and Investments process and on site follow up, coordination and leg work on project requirements from local offices.</li> <li>Prepares BRDD presentation materials</li> <li>Coordinates and facilitates compliance of requirements pertinent to Caretakers, security concerns and from other</li> </ol>



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		<p>departments/committees as required.</p> <ol style="list-style-type: none"> <li>Scans, saves and sends soft and hard copies of documents to POs thru email or mail.</li> <li>Takes charge of communications requirements of BRD</li> <li>Performs related functions that may be assigned from time to time.</li> </ol>
<b><u>5. DANNY D. PANELO</u></b>	Php 720.77	<ol style="list-style-type: none"> <li>Functions as Skeleton Workforce during the Community Quarantine Period.</li> <li>Functions as Utility / Messenger of the Department</li> <li>Takes charge of installing and dismantling tarpaulins in the NCR, provincial, regional and national exhibitions/ forums for the travel &amp; tourism, business/ MICE, investment as well as DOT / TIEZA special events.</li> <li>Assists in the ingress / egress of the TIEZA booth/pavilion.</li> <li>Facilitates the purchasing of logistical requirements for the non-operating properties and preparation of promo and collateral materials for booth exhibits and marketing activities for investments.</li> <li>Facilitates the mailing and delivery of original communications and collateral/promotional materials.</li> <li>Reproduces, binds, receives and releases documents of</li> </ol>





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		<p>Business Research and Development Division.</p> <p>8. Sends hard copies of documents to POs.</p> <p>9. Performs related functions that may be assigned from time to time.</p>
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For the COO's consideration and approval. Thank you.

  
MA. EVELYNE A. FRANCISCO

Recommending Approval:

Approved/Disapproved:

  
JETRO NICOLAS F. LOZADA

POCHOLO D. PARAGAS