

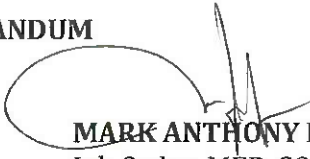


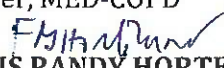
**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

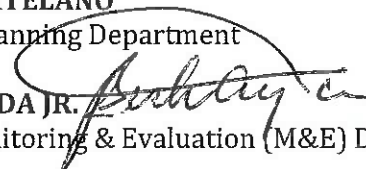
6th & 7th Floors, Tower 1
Double Dragon Plaza
Double Dragon Meridian Park
Macapagal Avenue corner
Edsa Extension Bay Area
1302 Bay Area, Pasay City

(+632)8 2495900
corplan@tieza.gov.ph

MEMORANDUM

FOR :  **MARK ANTHONY K. VIRTUS**
Job Order, MED-COPD

THRU :  **FRANCIS RANDY HORTELANO**
Manager, Corporate Planning Department

FROM :  **Atty. JOSE T. BECHAYDA JR.**
Division Manager, Monitoring & Evaluation (M&E) Division

SUBJECT : **Non-Renewal of Contract of Service**

DATE : **04 January 2021**

Relative to the Rehiring of Job Order for January 1 to March 31, 2021 per Memorandum issued by the Administrative Services Department, we wish to formally inform you that your services will no longer be required for the said period. Should the Department need again your expertise in the future, we would be glad to inform you.

In the meantime, kindly turnover all your accountabilities and pending assignment/s to the Department not later than 7 January 2021:

- 1) Draft documents of the 2019 TIEZA Annual Report
- 2) Project Proposals assigned to you
- 3) Computers and related peripherals, as the case maybe, brought home during the Work From Home (WFH) assignment.
- 4) TIEZA Issued Identification Card
- 5) Double Dragon Access Card.
- 6) All other Official TIEZA documents/properties entrusted to you, if any.

Thank you for all your contributions to the Authority during the past years and we wish you the best in your future endeavors.

cc: Manager, ADSD