



**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
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MEMORANDUM

FOR : POCHOLO D. PARAGAS
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

SUBJECT : JUSTIFICATION FOR THE REHIRING AND RENEWAL OF CONTRACT OF SERVICES ASSIGNED AT THE BUSINESS DEVELOPMENT DEPARTMENT

DATE : 24 July 2020

The Contract of Services personnel, Jo Ian E. Moreno (Graphic Designer Artist), Lance Renz M. Baldovino (Junior Graphic Designer Artist) and Angelica A. Nand (Legal Researcher) assigned at the Business Development Department (BUDD) of the Assets Management Sector (AMS) have exceptionally performed the tasks assigned to them and delivered their outputs on time. Their services are essential in the operation of the Department.

The performance and accomplishment of the functions and deliverables of Mr. Moreno and Mr. Baldovino not only complement, support and service the creative requirements of the TIEZA assets but for the whole organization as well, including Travel Tax, Investment Committee and corporate programs of the Administrative Services, by way of ideating and creating visually communicative collaterals and blending design with business development for TIEZA's clients and stakeholders in different media platforms.

Both artists report directly to the BUDD Manager in coordination with OCOO's Corporate Communications Team.

Their ongoing tasks are the following: 1) Updating and enhancement of the TIEZA Website specifically the Operating Properties; 2) Updating and enhancement of the individual Websites of the Operating Properties, and 3) Design and lay-out of the 2019 TIEZA Annual Report.

Mr. Moreno and Mr. Baldovino are responsible for the development, creation and delivery of design layouts for marketing content, brand awareness campaigns, institutional and public service announcements for TIEZA website and collateral materials for travel tax, operating entities and assets for investment.

In addition, BUDD is coming up with creative visuals in preparation for the re-opening of the entities to be posted on social media and the internet. Both artists worked on the design & layout of the entities, assets for investment, and travel tax collaterals, for updating as the need arises.

Another Contract of Service personnel assigned in Business Research and Development Division (BRDD), of the BUDD has been working with Project Officers (POs), assisting them in appraisal, titling and other legal issues of the TIEZA Operating and Non-Operating Properties.



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Ms. Nand continuously provides services that are critical in securing and protecting our properties from numerous claimants and encroachment. She is responsible for the preparation of pertinent documents such as memorandums, briefs, terms of reference and contracts in the achievement of her tasks. In addition, she conducts research for Business Development Plans of TIEZA Properties.

She maintains and updates document files of ongoing issues regarding TIEZA Properties relevant to titling. She also gathers and analyzes research data, such as statutes, decisions, articles, codes, and documents applicable and related to TIEZA properties. She further coordinates with POs, Assets Management Sector satellite office staff, property caretakers and Local Government Unit personnel including PNP in the investigation of facts and situations of TIEZA Properties to determine the necessary action against claimants and to protect the interest of the Authority over its properties.

Ms. Nand facilitates the ongoing transfer of titles in the name of TIEZA in coordination with the Project Officers. She is assigned to follow-up the titling status from various government agencies, focusing on the leg work of the processing the transfer or application for title of TIEZA Properties.

Transferring Land Title is a tedious and time-consuming process involving multiple government agencies like the BIR, Registry of Deeds and the Assessor's Office to secure ownership over a property. It eliminates and prevents future claims and disputes. Due to lack of Project Officers for TIEZA Properties and the suspension of hiring this year, Ms. Nand will take on the functions of a Project Officer to handle all matters and issues pertaining to the TIEZA Non-Operating Properties assigned to her.

Despite the current COVID-19 Pandemic, all transactions related to TIEZA Properties subject of transfer or Application for Title still need immediate attention to prevent further usurpation of TIEZA rights over its properties.

In view thereof, may we respectfully recommend the rehiring/renewal of contract of service of Mr. Jo Ian E. Moreno (Graphic Designer Artist), Mr. Lance Renz M. Baldovino (Junior Graphic Designer Artist) and Ms. Angelica A. Nand (Legal Researcher), under the BUDD, AMS.

For your consideration and approval.

Thank you.


MA. EVELYNE A. FRANCISCO

Recommending Approval:


JETRO NICOLAS F. LOZADA
Assistant Chief Operating Officer
Assets Management Sector

APPROVED/DISAPPROVED

POCHOLO D. PARAGAS
Chief Operating Officer