



**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) 8249-5900 up to 79 loc.
733 and 755
brdd.tieza@gmail.com
www.tieza.gov.ph

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 lay-outs 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

CONTRACT OF SERVICES

This Contract of Service made and entered into this _____ day of _____ 2020 at Pasay City, Philippines, by and between:

The **TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY**, an attached body corporate of the Department of Tourism by virtue of Republic Act No. 9593, with principal office address at 6th & 7th Floors, Tower I Double Dragon Plaza, Double Dragon Meridian Park, Diosdado Macapagal Avenue corner EDSA Extension, Bay Area, Pasay City, 1308 represented herein by its Chief Operating Officer, **POCHOLO J.D. PARAGAS** (hereafter referred to as "**FIRST PARTY**").

- and -

ANGELICA A. NAND, a Filipino Citizen, of legal age and with postal address at 6827A Washington Street, Brgy. Pio del Pilar, Makati City, 1230 (hereafter referred to as "**SECOND PARTY**").

RECITALS

WHEREAS, the Business Development Department of the First Party is in need of the services of the Second Party who shall perform work not performed by the regular personnel of TIEZA;

WHEREAS, the Second Party has signified her intention, to which the First Party has accepted, to provide the service needed by the latter;



WHEREAS, the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;

NOW, THEREFORE, for and in consideration of the foregoing premises and covenants and undertakings hereinafter set forth, the parties hereto have agreed as follows:

1. The Second Party, to be designated at the Business Development Department is expected to perform the following functions:
 - a) Prepare legal documents, including briefs, affidavits, memorandums, terms of reference, contracts, letters and correspondences in relation to the landholdings and assets of the Authority;
 - b) Prepare affidavits or other documents, maintain document file, update of titling and legal actions plans relevant to titling of TIEZA properties;
 - c) Gather and analyze research data, such as statutes, decisions, and legal articles, codes, and documents relevant to titling of TIEZA properties and other applicable laws in relation to the landholdings of TIEZA including participation in meeting and activities of the Pre-Titling and Titling Committee, and work on tasks set out by said Committee.

In addition, work on tasks and activities related to TIEZA Contract Monitoring, review memorandums, letters and draft contracts with legal issues;

- d) Assists designated Project Officers regarding TIEZA landholding facts, related data, statutes, decisions, legal articles, codes, documents and laws of cases to determine and prepare necessary actions to titling of TIEZA properties and other landholdings;
- e) Assists designated Project Officers in research, processing and the registration of assets in the name of Tourism Infrastructure and Enterprise Zone Authority through transfer of title, original registration through Special Patent and renaming of Title.
- f) Work as part of the Project Study Committee for the Mt. Data Business Case, specifically on identifying legal challenges for the intended project and recommending actions to avoid, resolve or mitigate these challenges
- g) Provide accomplishments whether working institutionally or remotely from home or other facilities including online follow-up and work from home research for deliverables of Project Officers.


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2. At the end of the Contract Period, the Second Party is required to have accomplished and submitted to the Assets Management Sector (AMS) through the Business Development Department, the following outputs :
 - a) Report on legal challenges for the intended project for the Mt. Data Business Case, and recommendations on actions that can avoid, resolve or mitigate these challenges (in case the Project Study Committee for Mt. Data has commenced the conduct of the business case within the duration of this Agreement)
 - b) Researched and drafted Terms of Reference for the interim management and operations, under RA 9184, of a TIEZA Asset to be identified by the AMS
 - c) Real Property Tax Assessment and other relevant information, and Drafts of all correspondences, memorandums and attachments, in relation to payment of Real Property Taxes for TIEZA's Cebu Properties
 - d) Research Paper with recommendations on relevant laws, jurisprudence and guidelines/ procedures on registration of land declared as ancestral domain in favor of a non-indigenous person/government/ private entity, in view of the AMS' efforts to obtain titles for some or all of the lots covered by TIEZA's Marcos Park
 - e) Obtained Opinion from Legal Department on Payment of Penalties, Surcharges and Interests on Capital Gains Tax for the Agoo Playa Hotel
 - f) Minutes of Meetings for the Pre-Titling Working Committee, copies of which shall also be furnished to the Chairperson and Members of the Pre-titling Working Committee
 - g) Report indicating status of actions taken as of 30 November 2020 by Project Officers, to address observations made by the Commission on Audit (COA) concerning Business Development Department.
 3. The Second Party hereby attests that she is not related within the third degree of consanguinity or affinity to the: 1) hiring authority and/or 2) representative of the First Party; that she has not been previously dismissed from government service by reason of an administrative offense;
 4. The Second Party is hereby contracted as a Legal Researcher at the Business Development Department in consideration of a net monthly rate of Forty Four Thousand Pesos (P44,000.00) to be paid on a monthly basis;
 5. That the monthly fee shall be processed and paid only upon submission of the SECOND PARTY'S monthly outputs and/or deliverables to be required, as certified by the Chief Operating Officer or his duly authorized representative.
 6. The Second Party shall perform work at a time and schedule to be agreed upon by both parties;
 7. The duration of this Agreement shall commence from **September 16, 2020** until **December 15, 2020** or a period of three (3) months subject to renewal upon agreement by both parties;
 8. It is understood that this contract does not create an employer and employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and as bases for entitlements to leave privileges and other benefits enjoyed by the regular personnel of the First party, such as but not limited to PERA, ACA and RATA;
 9. Notwithstanding the fixed duration of this contract, the services of the Second Party may be terminated earlier than the expiration date due to unsatisfactory service, unavailability of funds, early completion or discontinuance of the project, or other reasons within the control of the First Party.


IN WITNESS WHEREOF, the parties hereto have set their hands on the date and place above-written.


POCHOLO J.D. PARAGAS
For the FIRST PARTY


ANGELICA A. NAND
SECOND PARTY

SIGNED IN THE PRESENCE OF:


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


MA. EVELYNNE A. FRANCISCO
Manager
Business Development Department

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, a Notary Public in and for _____, Philippines, this ____ day of _____ 2020 personally appeared:

Name	ID Presented/ID No.	Date & Place Issued
POCHOLO J.D. PARAGAS	TIEZA ID No. 3270	City of Makati
ANGELICA A. NAND	TIEZA ID No. 3147	City of Makati

all known to me to be the same persons who executed the foregoing Contract and acknowledged to me that the same is their free and voluntary act and deed and that of the entities they respectively represent.

This instrument consists of **THREE (3) PAGES**, including this page where this acknowledgment is written.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and at the place first above written.

NOTARY PUBLIC

Doc No. ____;
Page No. ____;
Book No. ____;
Series of 2020.