



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
MAKATI

MEMORANDUM

TO : ALL EMPLOYEES

FROM : The Manager
Administrative Services Department

SUBJECT : **LECTURE ON HEALTHY LIFESTYLE and DIET
and FLU VACCINATION FOR EMPLOYEES**

DATE : October 30, 2015

Please be informed that Health Plan Philippines Inc. (HPPI), our Healthcare Provider will sponsor a lecture on the above mentioned subject. This will be conducted on November 4, 2015 at 10:00 a.m. while Flu vaccination of all regular employees and frontliners (Travel Tax Employees) is set on November 5-6, 2015 from 8:30 a.m. to 4:30 p.m. The actual vaccination shall be handled by a medical team from United Laboratories. These activities will be held at TIEZA Training Room, 3rd floor.

Attached is the schedule of the different departments/divisions for your guidance.


DR. ROSANNA M. OLGADO

Nov. 5, 2015 - Thursday (1ST Day)

- 10 Floor** : Office of the Chief Operating Officer
- 9 Floor** : Office of the Corporate Secretary
Legal Department
Management Information Systems Department
Bids and Awards Committee
- 8 Floor** : Tourism Enterprise Zone Sector
➤ Assistant Chief Operating Officer
➤ TEZ Regulation Department
➤ TEZ Assistance & Monitoring Department
Corporate Planning Department
- 7 Floor** : Asset Management Sector
➤ Assistant Chief Operating Officer
➤ Operations Department
➤ Business Development Department
- 6 Floor** : Architectural and Engineering Services Sector
➤ Assistant Chief Operating Officer
➤ Project Evaluation & Planning Department
➤ Construction Management Department
- Ground Floor:** Travel Tax Department

Nov. 6, 2015 - Friday (2nd Day)

- 5 Floor** : Administration and Finance Sector
➤ Assistant Chief Operating Officer
➤ Administrative Services Department
➤ Human Resource Services Division
➤ General Services Division
- 4 Floor** : Financial Services Department
Internal Audit Department
- 3 Floor** : Commission On Audit
Examination Division
- Ground Floor:** Travel Tax Department



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
MAKATI

MEMORANDUM

TO : ALL EMPLOYEES
FROM : MANAGER, ADMINISTRATIVE SERVICES DEPARTMENT
SUBJECT : ANNUAL PHYSICAL EXAMINATION
DATE : JULY 29, 2015

The Annual Physical Examination of employees enrolled with Health Plan Philippines Inc. (HPPI) is scheduled on August 4 –5, 2015, Training Room 3rd floor, from 8:30 a.m. to 4:30 p.m. The APE shall consist of the following test:

- Complete Blood Count (CBC)
- Chest X-ray
- Urinalysis
- Stool exam
- ECG (for members 35 years and above, or if indicated)
- Pap smear (for female members 35 years and above, or if indicated)

Attached is the schedule per department/division, for your information and guidance.


DR. ROSANNA M. OLGADO

August 4, 2015

- 10th Floor** : Office of the Chief Operating Officer
- 9th Floor** : Office of the Corporate Secretary
Legal Department
Management Information Systems Department
Bids and Awards Committee
- 8th Floor** : Tourism Enterprise Zone Sector
➤ Assistant Chief Operating Officer
➤ TEZ Regulation Department
➤ TEZ Assistance & Monitoring Department
Corporate Planning Department
- 7th Floor** : Asset Management Sector
➤ Assistant Chief Operating Officer
➤ Operations Department
➤ Business Development Department
- 6th Floor** : Architectural and Engineering Services Sector
➤ Assistant Chief Operating Officer
➤ Project Evaluation & Planning Department
➤ Construction Management Department
- Ground Floor:** Travel Tax Department

August 5, 2015

- 5th Floor** : Administration and Finance Sector
➤ Assistant Chief Operating Officer
➤ Administrative Services Department
➤ Human Resource Services Division
➤ General Services Division
- 4th Floor** : Financial Services Department
Internal Audit Department
- 3rd Floor** : Commission On Audit
Examination Division
- Ground Floor:** Travel Tax Department



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
MAKATI

MEMO TO : ALL EMPLOYEES
FROM : The Manager
Administrative Services Department
SUBJECT : HPPI, TIEZA's HMO Provider for 2015-2016
DATE : March 3, 2015

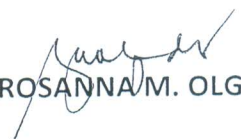
Please be informed that our health care plan carrier from March 8, 2015 up to March 7, 2016 is Health Plan Philippines Inc. (HPPI) and the following are the premiums due:

WARD	With a P100,000 Maximum Benefit Limit
Employee/Principal	10,925.00
Immediate Dependent	12,745.00
Extended Dependent	13,200.00

SEMI PRIVATE	With a P150,000 Maximum Benefit Limit
Employee/Principal	13,415.00
Immediate Dependent	15,655.00
Extended Dependent	16,210.00

PRIVATE	With a P200,000 Maximum Benefit Limit
Employee/Principal	21,345.00
Immediate Dependent	24,900.00
Extended Dependent	25,790.00

Application forms are available at Administrative Services Department. We encourage employees to promptly submit the duly accomplished forms to avoid any problem on our HMO coverage. Deadline for submission of forms is March 15, 2015.

 3/5/15
DR. ROSANNA M. OLGADO

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142 Amorsolo St. Legaspi Village, Makati City 1229 Visit us at: www.tieza.gov.ph

**TOURISM INFRASTRUCTURE & ENTERPRISE ZONE AUTHORITY
MAKATI**

**COMMITTEE ON HEALTHCARE PLAN FOR TIEZA
2015-2016**

RESOLUTION NO. 01


WHEREAS, the Committee was instructed to oversee the selection and evaluate qualified Health Insurance companies for TIEZA officials and employees, to conduct background assessment to all providers who submitted their respective quotations, to determine the relevance and viabilities of said Healthcare Provider.

WHEREAS, the Committee in assessing its findings and recommendations of the different Healthcare providers; it unanimously voted for HEALTH PLAN PHILIPPINES, INC. (HPPI), to be the official corporate Health Provider for all TIEZA officials and employees.

WHEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, to approve the recommendations of the Committee, to wit:

1. HPPI shall be the Corporate Health Provider for TIEZA from March 8, 2015 to March 7, 2016
 2. That premium will be paid by respective employees, in cash or thru WELFARE FUND.
 3. That employees with medical allowance of P2,500 may use the said amount for the payment of health insurance
 4. That JOB ORDERS and their dependents may enroll in the health plan on cash basis.
- Adopted this 6th of March, 2015


Dr. ROSANNA M. OLGADO
Chairperson


Atty. IVY V. ASETRE
Vice Chairperson


ALEX TRAVIS H. ALLAN JR.
Representative, OCOO


EVA MARIE M. VICEDO
Representative, Asset Management Sector


ERMINA A. PALOMIQUE
Representative, TEZ Sector


MARIA TERESITA A. CABUSORA
Representative, AES Sector


LETY R. ANCHETA
Representative, TEA



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
MAKATI

OFFICE ORDER

NO. 462-2015 *edv*

In the exigency of the service, and in addition to their duties and responsibilities, the following personnel are hereby designated to comprise the Committee for the Selection of the Annual Health Insurance Provider for the Authority:

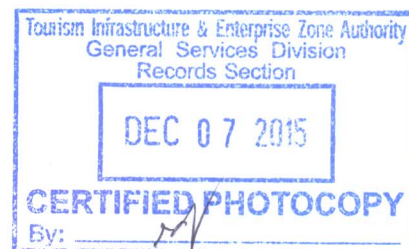
Chairperson	-	Dr. Rosanna M. Olgado
Vice Chairperson	-	Atty. Ivy V. Asetre
Members	-	Eva Marie M. Vicedo Ermina A. Palomique Maria Teresita A. Cabusora Alex Travis H. Allan, Jr. TEA Representative
Secretariat	-	Minerva Q. Magpantay Aireen A. Estrella

The committee shall formulate a new set of Terms of Reference (TOR) if deemed necessary; invite proposals from accredited health insurance providers; and evaluate the same in accordance with a set of criteria to determine the best health provider from among the proposals received.



[Signature]
ATTY. GUILLER B. ASIDO
Acting Chief Operating Officer

December 4, 2015



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