



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
MAKATI

MEMORANDUM

TO : ALL EMPLOYEES

FROM : The Manager
Administrative Services Department

DATE : SEPTEMBER 30, 2016

Vaccination of all Regular Employees and Front-liners for Travel Tax Employees will be held at TIEZA Training Room, 3rd floor. The actual activity shall be handled by a medical team from Pharma Quest Co.

Flu & Pneumonia Vaccination

October 6 & 7, 2016 – Thursday & Friday
8:30 AM – 4:30 PM

Attached is the schedule of the different Departments/Divisions. This will be on a first-come-first-serve basis.

For your information and guidance.


ROSANNA M. OLGADO





Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority
MAKATI

MEMORANDUM

TO : ALL EMPLOYEES *Enrolled with Cocolife*

FROM : MANAGER, ADMINISTRATIVE SERVICES DEPARTMENT

SUBJECT : ANNUAL PHYSICAL EXAMINATION

DATE : JULY 13, 2016

The Annual Physical Examination of employees enrolled with PhilBritish Assurance Company, Inc. (**Cocolife**) is scheduled on **July 26–27, 2016**, Training Room 3rd floor, from 8:30 a.m. to 4:30 p.m. The APE shall consist of the following test:

8:00 to 4:00

- Complete Blood Count (CBC)
- Blood Chemistry for members 40 years of age and above *(10 to 12 hours fasting)*
- Chest X-ray
- Urinalysis
- Stool exam
- ECG (for members 35 years and above, or if prescribed)
- Pap smear (for female members 35 years and above, or if prescribed)

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

[Signature]
DR. ROSANNA M. OLGADO

"There is no better time than now to start living healthy."

-Unknown



July 26, 2016

- 10th Floor** : Office of the Chief Operating Officer
Office of the Corporate Secretary
Legal Department
- 9th Floor** : Internal Audit 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

July 27, 2016

- 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
Travel Tax Department
- 3rd Floor** : Commission On Audit
Examination Division
- Ground Floor:** Travel Tax Department