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Republic of the Philippines  
**Tourism Infrastructure and Enterprise Zone Authority**  
**OFFICE OF THE CORPORATE SECRETARY**  
MAKATI

MEMORANDUM

For : **The Chief Operating Officer and Vice-Chairperson**  
**All Assistant Chief Operating Officers**  
**All Department Managers**

From : **The Corporate Secretary**

Re : **COMPLETED STAFF WORK TEMPLATE FOR MATTERS**  
**REQUIRING TIEZA BOARD ACTION**

Date : **18 November 2014**

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This is to remind your office of the Memorandum issued on 21 December 2011 by the former Corporate Secretary, Atty. Guiller B. Asido, pursuant to the instructions of the Board and the CEO regarding the adoption of the principles of Completed Staff Work (CSW) in all requests for Board action.

All requests for Board action, aside from enclosing the basic papers and all documents related thereto, shall contain a covering Memorandum not exceeding two (2) pages addressed to the Board containing the following information:

1. **Background** – Factual antecedents, including specifics on the proponent, location, and other necessary details that would properly apprise the Board about the nature of the project. Please also state if it is a new project, a revived project, or connected to another project.
2. **Justification** – An explanation on the administrative, or technical justification for the requested action from the Board.
3. **Legal Basis** – A statement citing the legal basis for the requested issuance or approval.
4. **Consideration** – A statement that the necessary coordination or consultation were made with agencies involved or affected, attaching copies of the appropriate documentation to attest to the coordination.
5. **Potential Problems** – A statement on the potential risks, problems, or complications, if any that may arise if the action of the Board is granted or denied.
6. **Fund Availability** – A certification from the agency's budget/finance officer that funds for the purpose are available, if necessary.





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7. **Desired Action** – A statement on the action required from the Board of Directors.

This template shall be observed in all submissions to the Board of Directors. All documents submitted to the Office of the Corporate Secretary which does not conform to the said template shall be returned to the office concerned.

  
**ATTY. AL CONRAD B. ESPALDON**

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