



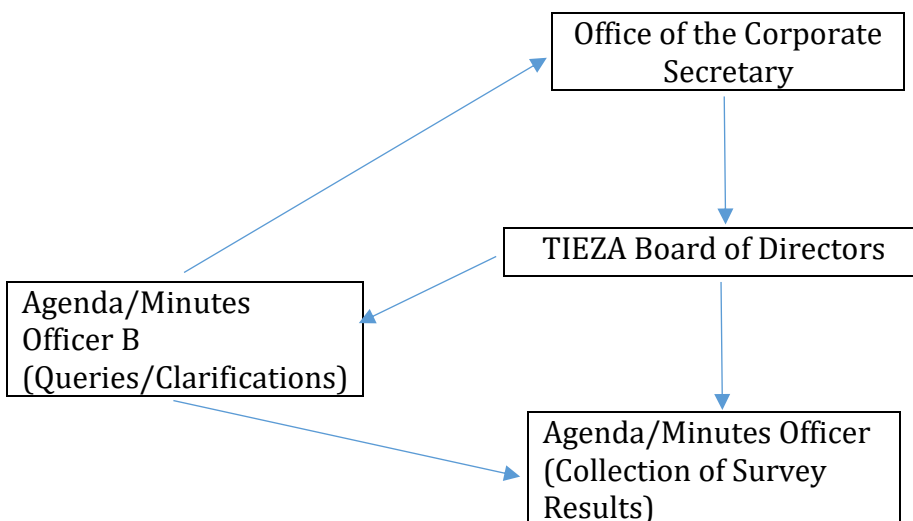
Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

BOARD APPRAISAL FORM – TIEZA BOARD OF DIRECTORS	Effectivity Date	January 3, 2023
	Revision Level	0
WORK INSTRUCTION	Document Code	OCOS.WI.06

A. Scope

This procedure applies in answering and accomplishing the Board Appraisal Form of the TIEZA Board of Directors in pursuant to Governance Commission for GOCCs (GCG) Memorandum Circular No. 2015-07.

B. Work Flow Process



- a. The Office of the Corporate Secretary shall disseminate to the official email addresses of the qualified members of the TIEZA Board of Directors the link of the Board Appraisal Form.
- b. The members of the TIEZA Board of Directors, upon receipt of the link, shall answer the questions indicated and shall submit the same on or before 30th day of June.
- c. Should the members of the TIEZA Board of Directors have queries or clarifications, the same must be addressed to the Office of the Corporate Secretary particularly the Agenda/Minutes Officer B in charged with the answering of queries or clarifications.
- d. The Agenda/Minutes Officer B shall then inform the Corporate Secretary of any queries or clarifications to be addressed.



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e. The Corporate Secretary shall answer the queries or clarifications and must communicate directly to the members of the TIEZA Board of Directors for proper settlement of issues. This shall allow the members of the TIEZA Board of Directors to complete the process in concerning the Board Appraisal Form.

C. Form/s

Office of the Corporate Secretary Board Appraisal Form