



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority



29 September 2021

THE DIVISION MANAGER

Human Resource Services Division
Tourism Infrastructure and Enterprise Zone Authority

Dear Ma'am,

Greetings!

May I respectfully request for consideration regarding my whole-day attendance today, 29 September 2021. I was not able to log in this morning, hence, log-out feature of online attendance system was also disabled.

I reported to the office today and logged in and out through the biometric machine. Further, following are my completed tasks:

1. Finalized the Operational Planning Activity Concept Note and submitted for DM, COPD's approval and signature;
2. Finalized the memo requesting the approval of the enhanced Strategic Performance Management System (SPMS) guidelines of TIEZA;
3. Reviewed all Weekly Accomplishment Reports of SPD staff and endorsed to DM, COPD for notation;
4. Finalized the format of Risk Management Quality Procedure as part of technical and secretariat services to the Risk Management Committee;
5. Reviewed the Article Reports of Ms. Evelyn Del Rosario and endorsed to DM, COPD for notation;
6. Checked the minutes of the CART meeting last 8 September 2021 drafted by Mr. Paquito Lagrosas, Jr.; and,
7. Coordinated with the Risk Management Committee regarding the Special Meeting on 4 October 2021.


I am looking forward to your consideration regarding this matter.

Thank you.

Sincerely,


Joyce Ann S. Azurin

Noted by:


FRANCIS RANDY J. HORTELANO
Manager, COPD