




M-AAPF-2021-09-005

Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

## MEMORANDUM TO ALL PERSONNEL

**FROM** :   
THE MANAGER  
Administrative Services Department

**SUBJECT** : NO NOON BREAK

**DATE** : 2 SEPTEMBER 2021

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This is to remind everyone to **strictly observe the organization's No Noon Break Policy.**

Pursuant to Republic Act No. 9485 or the Anti-Red Tape Act of 2007, all TIEZA offices that render frontline services are reminded to adopt appropriate working schedules to ensure that all of the Authority's clients who are within the office premises prior to the end of official working hours are attended to and served even during lunch break."

Further, all managers are advised to adopt an appropriate working schedule to ensure uninterrupted public service delivery in the TIEZA offices.

may 9/6/21