



Republic of the Philippines

**Tourism Infrastructure & Enterprise Zone Authority**



**OFFICE ORDER**

NO. 127-2021 only

**ATTENDANCE AND TIME RECORDS OF OFFICERS**

Pursuant to CSC rules and regulations, all TIEZA officers are enjoined to strictly comply with the following attendance policies, effective immediately:

- All ACOOs, Department Managers and Resident Managers, by reason of the nature of their functions, are hereby exempted from registering their attendance through the office biometrics and the Online Attendance System. Nevertheless, they are required to submit a Monthly Time Record to the HRD within the 1<sup>st</sup> week of the succeeding month; and
- All Division Managers are exempted from registering their attendance through the office biometrics, but are required to register their attendance in the Online Attendance System. All Division Managers are, likewise, required to submit a Monthly Time Record to the HRD within the 1<sup>st</sup> week of the succeeding month.

All TIEZA officers are reminded to observe government office hours and ensure the on-time submission of their Monthly Time Records to the HRD.

Non-compliance to the above policies will be considered a Violation of Reasonable Office Rules and Regulations and shall be subject to disciplinary action following due process.

This Office Order shall remain in effect unless sooner revoked or amended.



**MARK T. LAPID**

Chief Operating Officer

28 October 2021

11/3/21