




**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower 1  
Double Dragon Plaza  
DD Meridian Park  
Macapagal Avenue corner  
EDSA Extension  
1308 Bay Area, Pasay City

(+632) 8249-5900 loc. 6  
adminservices@tieza.gov.ph  
www.tieza.gov.ph

## MEMORANDUM TO ALL EMPLOYEES

**FROM :**   
**THE MANAGER**  
Administrative Services Department

**SUBJECT :** SCHEDULE OF ENROLLMENT FOR NEW BIOMETRIC DEVICE

**DATE :** 12 JANUARY 2021

---

Anent the CY 2021 new biometric device, attached are the schedules for the enrollment of each office's skeleton workforce within January 2021.

In view of the Authority's observance of minimum public health standards in the TIEZA workplace, the biometric enrollment of the skeleton workforce will be by batches.

Please take note of your respective office's schedule and ensure your availability on the date and time stated therein.

For any clarifications and/or concerns, kindly coordinate with Ms. Anita S. Torres at landline 8249-5900 local 626.

For your information and guidance.

**SCHEDULE OF ENROLMENT FOR NEW BIOMETRIC DEVICE**  
**TIEZA Main Office**

OFFICE	DATE	TIME
Travel Tax Department	January 13	9:00-4:00 PM
OACOO - AESS	January 14	9:00-4:00 PM
Project Evaluation & Planning Department		
Project Planning & Design Division		
Project Management Division		
Construction Management Department		
Construction Supervision Division		
Contract Management Division		
BAC Secretariat	January 18	9:00-12:00 PM
Administrative Services Department		
General Services Division		
Human Resource Services Division		
OACOO – TEZ	January 18	1:00-4:00 PM
TEZ Regulation Department		
Evaluation & Registration Division		
Permits & Licenses Division		
Incentives Administration		
TEZ Assistance & Monitoring Department		
TEZ Compliance Monitoring Division		
Office of the Corporate Secretary		
Corporate Planning Department		
Strategic & Planning Division		
Monitoring & Evaluation Division		
Commission on Audit	January 19	9:00-12:00 PM
Internal Audit Department		
Financial Services Department		
Accounting Division		
Budget Division		
Treasury Division		
MISD	January 19	9:00-12:00 PM
Legal Department		
Litigation Division		
Legal Services		
Office of the Chief Operating Officer		
OACOO – AMS	January 19	1:00-4:00 PM
Operations Department		
Business Development Department		
Business Research & Development Division		
Sales Division		