



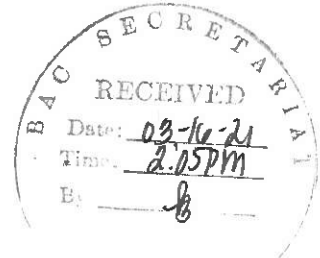
Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM FROM THE OFFICE OF THE CHIEF OPERATING OFFICER

TO : ALL SECTOR HEADS
ALL DEPARTMENT MANAGERS/OFFICE HEADS
ALL DIVISION MANAGERS

SUBJECT : WORK PROTOCOL GUIDELINES


DATE : 16 MARCH 2021



Relative to the rising COVID-19 cases in Pasay City and the still volatile COVID-19 situation in the country, be informed of the following work protocols that will be implemented in the TIEZA Main Office, effective immediately:

1. **Operational capacity.** All managers shall assign a skeleton workforce of up to 10% of their personnel per work day.
2. **Work arrangements.** The assigned skeleton workforce shall report to the office once a week. Managers must ensure that the offices are manned by their respective personnel from Monday to Thursday so as not to impede office deliverables and public service delivery.
3. **Work-from-Home (WFH) deliverables.** Given the above work arrangement, managers are to assign WFH tasks/deliverables to all their personnel so as not to impede office/business requirements. Managers must also ensure that the assigned tasks are promptly accomplished.
4. **Work schedule adjustments.** Personnel work schedules may be occasionally modified by the managers, upon approval of their respective ACOOs, due to the exigency of the service.
5. **Workplace health safety measures.** Minimum public health standards and precautionary measures in the TIEZA workplace are to be strictly observed at all times. The Interim Protocols in the Workplace vis-à-vis the COVID-19 Pandemic shall remain in effect.

For your information and guidance.


MARK T. LAPID
Chief Operating Officer