



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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MEMORANDUM

FOR : THE MANAGER
Administrative Services Department

FROM : THE MANAGER
Business Development Department

SUBJECT : RECONSIDERATION FOR ONLINE ATTENDANCE

DATE : November 10, 2020

Please be informed that **IRENE R. TUMAOb** of Business Development Department (BuDD) reported for work on site at Double Dragon for the whole day of November 9, 2020.

She was able to log-in on line in the morning of said date and attended the following on line sessions:

1. TIEZA online 2020 Performance Review & 2021 Operational Planning
2. TIEZA Management Committee Meeting online
3. TIEZA JVSC-TWG on line Meeting

She was likewise coordinating with the Public-Private Partnership Center regarding the Mt. Data Business Case even after arriving home, past working hours.

In consideration of the myriad tasks attended to on said date and coming home late already, Ms. Tumaob overlooked to log-out online.

TIEZA's security guard on duty on said date can certify that she reported for work the whole day.

For your information, consideration, and appropriate action, please.


MA. EVELYNE A. FRANCISCO