



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

Memorandum

FOR : All Sectors/ Departments/ Divisions

FROM : The Manager
 Administrative Services Department

SUBJECT : GSD-Records Section Official Email

DATE : August 23, 2021

Relative to our drive to streamline our processes for continuous improvement and to properly and efficiently facilitate the online record transactions such as **dissemination of documents, gate pass request**, and other records-related request, please be advised that effective September 01, 2021, GSD-Records Section will be using below email address and will no longer disseminate hardcopies. All TIEZA-wide communications will be sent online through the respective email addresses you have provided to us in our memorandum dated July 28, 2021.

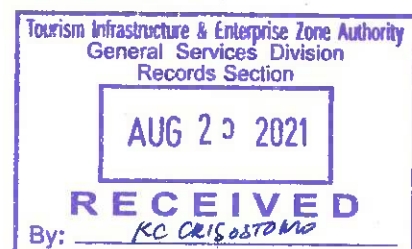
gsdrecords@tieza.gov.ph

Further, in line with the Authority's aim of having a centralized records management, may we request all concern departments with any TIEZA-wide announcements and/or memos, be coursed through GSD-Records to facilitate the dissemination for everybody's information.

For your guidance/reference.

Thank you.


ROSANNA M. OLGADO
 Manager
 Administrative Services Department



3:00 PM