



Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

OFFICE ORDER
NO. 122-2021

Effective 2 November 2021, all TIEZA Main Office skeleton personnel are hereby instructed to SOLELY use the facial biometric machines at the Main Office for their attendance registration whenever they physically report for work.

In view of the above, all skeleton personnel shall no longer use the Online Attendance System (OAS) and are instructed to:

1. Use the facial biometric machines in either the 6th and 7th floor lobbies in **registering their attendance upon arrival in the office and prior to departure from the office**; and
2. **Validate their attendance with the Lobby Guard-on-Duty upon arrival** in the office, as the organization's alternative attendance record vis-à-vis the CSC rules on attendance.

All skeleton personnel are reminded of the following attendance guidelines vis-à-vis COVID-19 considerations:

1. **Fixed Time Work Schedule** of 8:00AM to 4:00PM, with a one (1) hour lunch break from 12 Noon to 1:00PM. All skeleton personnel are held accountable for adhering to this work schedule;
2. **Time-in entries in the facial biometrics machines shall be from 6:00AM to 8:00AM.** Time-in entries after 8:00AM shall be considered tardy and failure to register your time-in is considered an absence;
3. **Time-out registration in the facial biometrics machines shall be from 4:00PM to 7:00PM**; and
4. Failure to register your time-out is considered an undertime.

Every last week of each month, secretaries and/or authorized personnel of each department shall label the SWF and WFH schedules of each personnel in the Workforce Schedule Module of the HRIS. **Any schedule-change must have the prior approval of the Department Managers or ACOOs** and before the secretaries and/or authorized personnel may reflect the change in the said module.

Approved changes in schedules are to be reflected in the module on a daily or weekly basis, with the printed DTR covering the concerned period/schedule as reference. The secretaries and/or authorized personnel shall file and maintain the documents/records on approved changes in schedules.



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The MISD shall conduct a user orientation on the Workforce Schedule Module by the end of October 2021, and all the secretaries and/or authorized personnel are required to attend this orientation.

The Online Attendance System (OAS) shall now ONLY be utilized for work-from-home schedule and/or arrangements. Further, be reminded that failure to clock-in or out in the OAS must be supported by:

1. An explanation/justification, duly signed by the personnel and the department manager; and
2. Accomplishment Report of the personnel, attested by the department manager concerned

Skeleton personnel who have yet to be registered in the Main Office Biometrics Machine are enjoined to coordinate with the HRD before 28 October 2021.

Further, all personnel who are exempted from the facial biometrics and the Online Attendance System are reminded to submit their duly-signed Monthly Time Records within the 1st week of the succeeding month.

All TIEZA Main Office personnel are enjoined to comply with this Order. Failure to abide by these guidelines will be deemed a violation of civil service and/or reasonable office rules and regulations.

This Office Order shall remain in effect unless revoked/amended by the undersigned or until such time that the State of Calamity due to COVID-19 is lifted by the proper authorities, whichever may come first.

20 October 2021



MARK T. LAPID
Chief Operating Officer