



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

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OFFICE ORDER

NO. 082-2020

18 2020
2:17

**PROVISION FOR INTERNET SUBSCRIPTION OR DATA CHARGES DURING THE STATE OF PUBLIC
HEALTH EMERGENCY DUE TO THE COVID-19 PANDEMIC**

In view of the Authority's implementation of temporary flexible work arrangements due to the COVID-19 pandemic, qualified TIEZA personnel shall be allowed to defray the cost of utilization of personal mobile data and/or internet service in the conduct of the personnel's official function/job.

The defrayment of internet subscription and data charges form part of the Authority's COVID-19 support mechanism to its personnel, pursuant to Section 4 of Civil Service Commission Memorandum Circular (CSC MC) No. 10 s. 2020.

GENERAL GUIDELINES

1. Considering that certain job responsibilities/functions require the use of or access to the internet, the defrayment of internet subscription and data charges shall be allowed for qualified Regular, Job Order and Contract of Service personnel of the Authority.
2. Qualified TIEZA personnel shall be allowed to defray a predetermined monthly cost for the use of personal mobile data/internet service to cover official functions/job responsibilities.
3. Managers shall determine the qualified office personnel for whom the defrayment of the cost of data/internet service is warranted.
4. Managers shall periodically review the functions/job responsibilities of the personnel who are allowed to defray the cost of their data/internet service by assessing the personnel's current duties and responsibilities and the appropriateness of continuing the defrayment.
5. Department Managers shall collate the supporting documents for defrayment of data/internet service of all qualified personnel under their department and submit the same to the Financial Services Department on or before the 15th of the month. Those who are not able to submit their supporting documents within the cut-off period will be processed the following month.

QUALIFICATION GUIDELINES

1. The following personnel who use/access the internet as an integral part of their current duties and responsibilities are qualified for defrayment, including but not limited to:
 - a) Research;
 - b) Attendance to virtual meetings;
 - c) Sending and receiving data/reports;



- d) Other analogous tasks which require the use of the internet for reading, encoding, printing or submission of outputs for the review, evaluation or final presentation/assessment of his/her immediate supervisor, head of office or management.
2. Claims must be supported by the following documents:
- a) The list of personnel on Work-from-Home (WFH) Arrangement certified by their respective Department Managers and approved by their ACOO.
- b) Official receipts of pre-paid cards or load purchased, or a photocopy of the paid statement of account from the internet service provider or print out of payment confirmation.

ALLOWANCE LIMITATIONS

ALLOWANCE AMOUNT	SERVICE OBLIGATION
PhP1,000.00	<ul style="list-style-type: none">• SG 18 and above, including those designated as OICs; and• Whose duties and responsibilities require regular/daily internet usage
PhP700.00	<ul style="list-style-type: none">• Below SG 18; and• Whose duties and responsibilities require regular/daily internet usage
PhP500.00	<ul style="list-style-type: none">• Personnel whose function involves intermittent internet usage; and• Whenever there is a valid business need

Personnel whose primary job is messengerial or similar in nature are not allowed to claim defrayment of data/internet costs.

All defrayments made shall be subject to accounting and auditing rules and regulations.

This office order shall take effect from 1 July up to 31 December 2020, subject to further extension as warranted by the prevailing circumstances.

Thank you.


POCHOLO D. PARAGAS
Chief Operating Officer

1 July 2020