

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

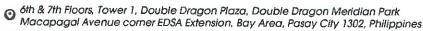
14 OCTOBER 2021

In view of the downgrading of the IATF alert level in the NCR to GCQ Alert Level 3 from 16-31 October 2021, be informed of the following work protocols that will be implemented in the TIEZA Main Office effective 16 October 2021:

- 1. Operational capacity. All managers shall assign a skeleton workforce of 30% of their personnel per workday;
- Continuous delivery of services. Regardless of the NCR's alert level, the Authority remains fully operational so
 as not to prejudice public service delivery, subject to the flexible work arrangements presently implemented
 by the organization;
- Work arrangements. The assigned skeleton workforce shall <u>report to the office twice a week.</u> 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;
- 4. Work outputs/deliverables. Regardless of the work arrangements and NCR alert levels, managers must ensure that:
 - a. Office work and commitments/obligations are not disrupted; and
 - b. Monitor and ascertain that all personnel are given tasks to be performed per workweek and that they are producing the assigned outputs/deliverables commensurate to the compensation given to them by the Authority;
- 5. Work-from-Home (WFH) deliverables. 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, most especially WFH deliverables.
- 6. **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;
- 7. Workplace health safety measures. Minimum public health standards and precautionary measures in the TIEZA workplace are to be strictly observed at all times. Even if fully vaccinated, everyone could still get infected with COVID-19. So, all are advised to continuously observe the minimum public health standards and proactively avoid the 3Cs that pose a higher risk of COVID-19 transmission: crowded places, closed-contact settings, and closed spaces with poor ventilation. The Interim Protocols in the Workplace vis-à-vis the COVID-19 Pandemic shall remain in effect; and
- 8. Pay adjustments. Managers are to coordinate with the ADSD for adjustments in pay and/or working days for personnel who refuse to report to work due to the exigency of the service or failed to deliver the required outputs while on work-from-home (WFH) arrangements.

For everyone's information and strict compliance.

MARK T. LAPID
Chief Operating Officer





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