



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

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**MEMORANDUM TO ALL JOB ORDER PERSONNEL**

**FROM :**   
**THE MANAGER**  
Administrative Services Department

**SUBJECT :** **CY 2021 UNIFORM ALLOWANCE**

**DATE :** **25 JANUARY 2021**

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Relative to the release of the CY 2021 Uniform Allowance, all Job Order personnel are reminded of the six (6)-month service requirement for this year in order to be entitled to the Uniform Allowance.

Due to COVID-19 considerations vis-à-vis the uniform/clothing requirement, the CY 2021 Uniform Allowance will be released early this year provided that all Job Order personnel shall render service for six (6) months. The salaries and other benefits of Job Orders who failed to complete the six (6)-month service requirement for this year shall automatically be withheld until the CY 2021 Uniform Allowance amount is paid in full.

In view of the above, all Job Orders are enjoined to sign the attached CY 2021 Uniform Allowance Waiver and submit the signed waiver to the HRSD on or before Thursday, 28 January 2021.

For the Job Orders' guidance and compliance.

## CY 2021 Uniform Allowance Job Order Waiver

We acknowledge and hereby give our consent and full authorization to TIEZA that, in case we fail to complete the six (6)-month service requirement for this year, the CY 2021 Uniform Allowance we received this year in view of COVID-19 considerations shall be returned to TIEZA through the automatic withholding of our salaries and other benefits until the CY 2021 Uniform Allowance amount is paid in full, as attested by our signatures below:

Department: \_\_\_\_\_

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