



**TOURISM
INFRASTRUCTURE AND
ENTERPRISE
ZONE
AUTHORITY**

7th Floor, Tower 1
DoubleDragon Plaza
DD Meridian Park
Macapagal Avenue corner
EDSA Extension
1302 Bay Area Pasay
City

249-5900 loc. 751
corplan@tieza.gov.ph
www.tieza.gov.ph

MEMORANDUM

FOR : The Manager, Administrative Services Department
FROM : The Manager, Corporate Planning Department
SUBJECT : Office Work Schedule of Strategic Planning Division Talents

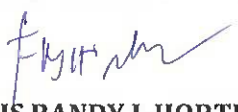
Relative to the transition protocols which took effect this month, please be informed that per dialogue with the Division Manager of the Strategic Planning, said division talents will be on a schedule-basis attendance in our Department considering their unregimented and dynamic nature of work which functions well with work-from-home arrangement. The past eight (8) months has had seen the division diligently delivering work-from-home tasks despite understandable limitations and restrictions caused by the pandemic. It is also noteworthy to mention that individually the staff have already been experiencing occasionally the psychological impact of the pandemic which escalated upon receipt of the notice of the return to work memorandum. Currently, they are having anxiety attacks, insomnia, palpitations and other related symptoms that would remarkably hamper their productivity level if constant public exposure at work will be maintained as against a controlled one when the work from home scheme was enforced.

Moreover, Ms. Del Rosario and Ms. Basto are diagnosed with anemia coupled with lost of appetite and are regularly/weekly visiting doctors to determine/diagnose cause of sickness. Ms. Del Rosario is also suffering from edema which hampers her mobility and is advised to work from home until her foot is healed. Ms. Macaranas on the other hand has experience flu like symptoms which include fever and sore throat, thus the need for self-quarantine in the next 14 days.

In view of this, with work accomplishments and tasks guaranteed to go unhampered and with the division functioning resolutely, SPD will be manned diligently every Tuesday by Ms. Del Rosario and Ms. Basto; every Wednesday by Ms Dalida; every Thursday by Ms. Laranas and Ms. Eremos and any day in a week by Ms Bayot subject when warranted to go on self quarantine, when medically advised to work from home and on other cases of this nature. An appeal to consider the work for home scheme continued for Misses Eremos, Del Rosario and Dalida for the first week (November 3-5) as they have performed tasks everyday relating to pre-operations planning activities and thus, they may not be marked as absent on the day/s they were supposed to report.

The division may also undergo changes and transitions on the schedules depending on the urgency of work.

Thank you for your kind consideration.


FRANCIS RANDY J. HORTELANO

