



Republic of the Philippines  
**Tourism Infrastructure & Enterprise Zone Authority**

**MEMORANDUM FROM THE OFFICE OF THE CHIEF OPERATING OFFICER**

**T O :** ALL SECTOR HEADS  
ALL DEPARTMENT MANAGERS/OFFICE HEADS  
ALL DIVISION MANAGERS


**SUBJECT :** WORK PROTOCOL GUIDELINES

**D A T E :** 16 MARCH 2021

Relative to the rising COVID-19 cases in Pasay City and the still volatile COVID-19 situation in the country, be informed of the following work protocols that will be implemented in the TIEZA Main Office, effective immediately:

1. **Operational capacity.** All managers shall assign a skeleton workforce of up to **10% of their personnel per work day.**
2. **Work arrangements.** The assigned skeleton workforce shall **report to the office once a week.** 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.
3. **Work-from-Home (WFH) deliverables.** Given the above work arrangement, 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.
4. **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.
5. **Workplace health safety measures.** Minimum public health standards and precautionary measures in the TIEZA workplace are to be strictly observed at all times. The Interim Protocols in the Workplace vis-à-vis the COVID-19 Pandemic shall remain in effect.

For your information and guidance.

  
**MARK T. LAPID**  
Chief Operating Officer