



**TOURISM  
INFRASTRUCTURE AND  
ENTERPRISE  
ZONE  
AUTHORITY**

6th & 7th Floors, Tower 1  
Double Dragon Plaza  
Double Dragon Meridian Park  
Macapagal Avenue corner  
Edsa Extension Bay Area  
1302 Bay Area, Pasay City

(+632) 8249-5900 loc. 626  
admins@tieza.gov.ph  
www.tieza.gov.ph

**MEMORANDUM TO ALL OFFICERS AND EMPLOYEES**

FROM: **ATTY. JOY M. BULAUTAN**  
Assistant Chief Operating Officer, Administration and Finance Sector

Subject: ***Participation to Online Learning Activities***


Date: 18 November 2020

Relative to the issuance of Proclamation No. 922 dated March 8, 2020, "Declaring a State of Public Health Emergency throughout the Philippines" and Resolution 10, s. 2020, "Recommendations for the Management of the Coronavirus Disease 2019 (COVID-19) Situation, dated March 9, 2020 issued by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Disease, the conduct of face-to-face learning or classroom-based training programs have been suspended. This supports the earlier mentioned proclamation in terms of undertaking appropriate measures to curtail and eliminate the threat of COVID-19 and imposes social distancing measures on mass gatherings.

The current situation, however, shall not impede the implementation of the Authority's Competency Based Human Resource System, and other agencies' memorandum circulars (Professional Regulation Commission, Department of Budget and Management, Commission on Audit, etc.), pertaining to the further professionalization and development of government employees and officers. As such, the attached interim policies and guidelines (ADSD.HRPG.08) are hereby constituted.

For your information.



	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		
	PARTICIPATION TO ONLINE LEARNING ACTIVITIES	Effectivity Date	NOV 18 2020
		Revision Level	0
	POLICIES & GUIDELINES	Document Code	ADSD.HRPG.08

## I. INTRODUCTION

Relative to the issuance of *Proclamation No. 922* dated March 8, 2020, "Declaring a State of Public Health Emergency throughout the Philippines" and *Resolution 10, s. 2020*, "Recommendations for the Management of the Coronavirus Disease 2019 (COVID-19) Situation, dated March 9, 2020 issued by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Disease, the conduct of face-to-face learning or classroom-based training programs have been suspended. This supports the earlier mentioned proclamation in terms of undertaking appropriate measures to curtail and eliminate the threat of COVID-19 and imposes social distancing measures on mass gatherings.

The current situation, however, shall not impede the implementation of the Authority's Competency Based Human Resource System, and other agencies' memorandum circulars (Professional Regulation Commission, Department of Budget and Management, Commission on Audit, etc.), pertaining to the further professionalization and development of government employees and officers. As such, the following interim policies and guidelines are hereby constituted.


## II. OBJECTIVES


1. Provide employees and officers with technical and/or scientific training in the field of their profession to upgrade their competencies that will ultimately contribute to the Authority's performance;
2. Offer employees and officers with the necessary avenue/s for updates and/or revisions in government rules and regulations;
3. Impart a culture of continuous learning and professional development.

## III. Eligibility for Training

Only permanent employees (or those with plantilla items) are entitled to Authority sponsored learning activities. These activities should be in line with his/her present job and/or may enhance the current competency level or address the competency gaps of the employee as identified in the Competency-Based Learning Needs Assessment (CBLDNA).

It is a state policy that employees with permanent positions are given the priority in the selection and nomination of candidates for training. Also, as permanent employees, the Authority can make full use of whatever knowledge/learnings they have acquired on the training programs, conferences and conventions they have attended.

MASTER COPY	CONTROLLED COPY
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	
Participation to Online Learning Activities	TIEZA.ADSD.HRPG.08 Page 1 of 7

	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>PARTICIPATION TO ONLINE LEARNING ACTIVITIES</b>	Effectivity Date	<b>NOV 18 2020</b>
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.08

Employees due for retirement may attend programs provided they will be able to fulfill the service obligation as stated in item 6 prior to their retirement date. This also applies to their coterminous staff i.e. technical and executive assistants, secretary and driver, if any. It is expected that during their last year/s in the Authority, they are already in the process of turning-over their functions and therefore may be given least priority in attending to any program.

Further, a career employee whose line of function does not require a license in the performance of his/her job is not eligible for training (e.g. professional teachers appointed in the HRSD or customs brokers assigned as travel tax processors). While the Authority pursues a culture of professional development, there is also the commitment to public interest in the use of all government resources, including taxes transformed into funds, in the most efficient, effective, and honest way possible.


#### IV. TRAINING PROGRAM EXPENSES


Per DBM National Budget Circular No. 563 dated April 22, 2016, the registration or participation fee in training programs conducted or sponsored by non-government agencies or private institutions shall not exceed ₱2,000.00 per day for each participant. On the other hand, programs sponsored by the Civil Service Commission or other government agencies are not covered by NBC 563, thus, training fees that will exceed ₱2,000.00/ day may still be allowed. Further, the circular refers to training programs as "conducted basically for purposes of sharing, discussing or disseminating ideas or information on the developments in a particular field or fields of interest and/or for common appreciation and resolution of certain issues. It includes, but not limited to, those conducted by professional organizations or groups of common interest where government employees are members".

In cases where the amount exceeds the limit, an employee may request approval for exemption provided that skills and/or technical or management expertise in his/her endeavor expected to be gained or enhanced are in line with his/her functions, and therefore redound positively to the agency.

As much as possible, early registration and sending participants in group is encouraged to avail of discounts.

Only the training program registration shall be charged to the Learning and Development Plan Budget. All other expenses/charges, i.e. internet/data, electricity, processing fees (for bank transfers) shall be shouldered by the employee. In the interest of adapting to online payment channels (e.g., credit card, online banking) and timely submission of after training documents, i.e.,

MASTER COPY	CONTROLLED COPY	
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief		
Participation to Online Learning Activities	TIEZA.ADSD.HRPG.08	Page 2 of 7

	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>PARTICIPATION TO ONLINE LEARNING ACTIVITIES</b>	Effectivity Date	<b>NOV 18 2020</b>
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.08

certificate and report, payment for all online training activities shall be in the form of reimbursement.


Should the employee fail to complete a program in the absence of a valid excuse, he/she is obliged to pay the full amount of the program fee shouldered by the Authority. His/her attendance on that day shall also be deducted from leave credits if any, and if none, will be charged as unauthorized leave.

#### V. SERVICE OBLIGATION


An employee who has been sent to a training program is obligated to serve for a specified period of time based on the following:

Training Fee and Other Expenses	Length of Service Required
₱20,000.00 and below	6 months
₱20,001.00 – 40,000.00	12 months
₱40,001.00 – 60,000.00	18 months
₱60,001.00 – 80,000.00	24 months
₱80,001.00 – 100,000.00	30 months
₱101,001.00 and above	36 months

In the event of resignation or transfer to another government agency or private entity, remaining service obligation shall be converted to its equivalent cash value and shall be deducted from the employee's last pay. The service obligation shall commence on the 1<sup>st</sup> working day after the completion of the training program. For computation purposes, one (1) month is equivalent to 22 working days.

MASTER COPY	CONTROLLED COPY
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	
Participation to Online Learning Activities	TIEZA.ADSD.HRPG.08 Page 3 of 7



	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>PARTICIPATION TO ONLINE LEARNING ACTIVITIES</b>	Effectivity Date	<b>NOV 18 2020</b>
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.08


Sample computation:


<b>Employee Name:</b> Juan M. Reyes										
<b>Effective Date of Resignation:</b> 09/01/19										
Outside Training Program	From	To	Training Fee	Service Obligation (months)	Service Obligation (days)	Start of Service Obligation	End of Service Obligation	Remaining Service Obligation (days)	Service Obligation/day	Last Pay Deduction
Quality Circles with Solution Management Workshop	04/04/19	04/05/19	₱18,000.00	6	132	04/08/19	10/09/19	28	136.36	₱3,813.18
Workshop on Tools and Techniques for Effective Communication in the Workplace	04/11/19	04/12/19	₱25,000.00	12	264	04/15/19	04/17/20	165	94.70	₱15,625.00
<b>Total</b>										<b>₱19,443.18</b>

## VI. PROCEDURE

- Employee submits completely filled out Online Training Request (ADSD-QF-34) at least fourteen (14) working days before the actual program, with attached training brochure/invitation.
- Human Resource Services Division (HRSD) reviews the documents:
  - Training objectives vis-à-vis competency-based job description/ function of employee
  - Identified competency gaps based on the CBLDNA
  - Training fees
  - Programs attended already by employee vis-à-vis no. of training hours allowable to the employee
  - Approvals obtained

SALARY GRADE	APPROVAL 1	APPROVAL 2
23 and below	Division Manager	Department Manager
24 – 25	Department Manager	
26	Assistant Chief Operating Officer	
28	Chief Operating Officer	

MASTER COPY	CONTROLLED COPY
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	
Participation to Online Learning Activities	TIEZA.ADS.D.HRPG.08 Page 4 of 7

	<b>TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY</b>		
	<b>PARTICIPATION TO ONLINE LEARNING ACTIVITIES</b>	Effectivity Date	<b>NOV 18 2020</b>
		Revision Level	0
	<b>POLICIES &amp; GUIDELINES</b>	Document Code	ADSD.HRPG.08

*For Offices under the Chief Operating Officer:*

<b>SALARY GRADE</b>	<b>APPROVAL 1</b>	<b>APPROVAL 2</b>
23 and below	Division Manager	Department Manager
24 - 25	Department Manager	
26	Chief Operating Officer	

3. HRSD prepares budget approval to be signed by the following:


<b>APPROVAL AS</b>	<b>POSITION / OFFICE</b>
Endorsement	Manager, Human Resource Services Division
Recommendation	Manager, Administrative Services Department
Availability of Funds	Manager, Financial Services Department
Recommendation	Assistant Chief Operating Officer, Administration and Finance Sector
Final	Chief Operating Officer


4. Once approved, HRD advises the employee that he/she may proceed with the payment of the online course.
5. After the employee has successfully completed the online course, he/she shall submit the following to HRD:
- 5.1.1. Official receipt
  - 5.1.2. Training certificate
  - 5.1.3. After E-Learning Course Report (ADSD-QF-32)
6. HRD process the reimbursement thru request for voucher to the Accounting Division

## VII. ASSOCIATED DOCUMENTS

This document should be read in conjunction with the following policies and/or guidelines:

1. Proclamation No. 922 – Declaring A State of Public Health Emergency Throughout the Philippines

<b>MASTER COPY</b>	<b>CONTROLLED COPY</b>
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	
Participation to Online Learning Activities	TIEZA.ADSD.HRPG.08 Page 5 of 7


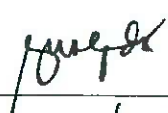
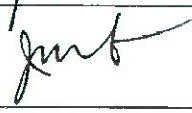
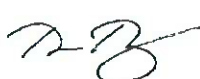
	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		
	PARTICIPATION TO ONLINE LEARNING ACTIVITIES	Effectivity Date	NOV 18 2020
		Revision Level	0
	POLICIES & GUIDELINES	Document Code	ADSD.HRPG.08


2. Resolution 10, s. 2020 – Recommendations for the Management of the Coronavirus Disease 2019 (COVID-19) Situation, dated March 9, 2020 issued by the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Disease
3. DBM National Budget Circular No. 563 dated April 22, 2016


#### VIII. REVISION HISTORY

Revision Level	Approval Date	Description of Changes
0	See COO's approval below	Initial version.


#### IX. APPROVALS


Name/Designation	Signature	Date
<b>JOSEFINA U. SORIANO</b> MANAGER HUMAN RESOURCE SERVICES DIVISION		21 October 2020
<b>ROSANNA M. OLGADO</b> MANAGER ADMINISTRATIVE SERVICES DEPARTMENT		21 October 2020
<b>ATTY. JOY M. BULAITAN</b> ASSISTANT CHIEF OPERATING OFFICER ADMINISTRATION AND FINANCE SECTOR		21 October 2020
<b>POCHOLO J. D. PARAGAS</b> CHIEF OPERATING OFFICER		18 November 2020

MASTER COPY	CONTROLLED COPY
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	
Participation to Online Learning Activities	TIEZA.ADS.D.HRPG.08   Page 6 of 7

	TOURISM INFRASTRUCTURE AND ENTERPRISE ZONE AUTHORITY		
	PARTICIPATION TO ONLINE LEARNING ACTIVITIES	Effectivity Date	NOV 18 2020
		Revision Level	0
	POLICIES & GUIDELINES	Document Code	ADSD.HRPG.08

**X. INFORMATION DISSEMINATION**

Circulated through:	Memorandum
Date:	NOV 18 2020
Certified by (printed name over signature):	 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief

MASTER COPY	CONTROLLED COPY
 <b>BERNADETTE M. ALVAREZ</b> Records Management Chief	
Participation to Online Learning Activities	TIEZA.ADSD.HRPG.08 Page 7 of 7