

## Republic of the Philippines

## **Tourism Infrastructure & Enterprise Zone Authority**

## Memorandum

TO

:

All Sector/Department/Office Heads

FROM

8

The Manager

General Services Division

**SUBJECT** 

:

Request for Official Email Addresses for the Online

**Dissemination of Documents** 

DATE

July 28, 2021

Relative to our drive to streamline our records management program and comply with the Authority's Quality Management System (QMS), may we request for the provision of official email addresses from your respective offices for the online dissemination of memos, office orders, and other similar documents. Online dissemination of documents will not only be easier, faster and save resources, but will also effectively lessen physical interaction among TIEZA employees, thus reducing the risk of the spread of COVID-19.

Please provide the email addresses to the GSD-Records Section on or before August 5, 2021 via email address: tiezarecords@gmail.com.

Thank you.

ANA RUTH L. MATEO

Noted:

ROSANNA M. OLGADO

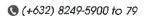
Manager

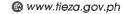
Administrative Services Department











ADSD Received

