




Republic of the Philippines
Tourism Infrastructure & Enterprise Zone Authority

MEMORANDUM TO ALL TIEZA SKELETON PERSONNEL

FROM :  **THE MANAGER**
Administrative Services Department

SUBJECT : **ATTENDANCE REGISTRATION**

DATE : **8 MARCH 2021**

Please be informed that the pilot testing of our new biometric/facial recognition devices is extended until further notice.

In view of the above, all skeleton personnel are reminded to use the following vis-à-vis attendance registration until further notice:

1. **Online Attendance System**, as per our guidelines;
2. **Use the new biometric devices** in the 6th and 7th floor lobbies in registering their attendance upon actual arrival in and prior to departure from the office; and
3. **Validate their attendance at the Lobby Guard-on-Duty** upon arrival in the office

For the skeleton personnel's guidance and compliance.

