



Republic of the Philippines

Tourism Infrastructure & Enterprise Zone Authority

Memorandum

TO : All Sector/Department/Office Heads

FROM : 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

