



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

**MEMORANDUM**

**FOR :** THE OFFICE OF THE CHIEF OPERATING OFFICER  
ALL ASSISTANT CHIEF OPERATING OFFICERS  
ALL DEPARTMENT MANAGERS

**FROM :**  THE MANAGER  
Administrative Services Department

**SUBJECT :** ONLINE USER TRAINING

**DATE :** 27 OCTOBER 2021

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In preparation for the November WFH and SWF attendance adjustments in the Main Office, be informed that there will be a virtual User Training on the Online Work Schedule Module that will be conducted by the MISD on **Friday, 29 October 2021, at 9:00AM.**

In view of the above, may we request for a list of authorized personnel and/or secretaries, and their emails, who you have designated with the task of labelling the monthly SWF and WFH schedules of the personnel in your offices/departments.

MISD will provide a link for the above-mentioned training.

We hope to have the list of your authorized personnel and/or secretaries and their respective emails by tomorrow, 28 October 2021.

For your information and appropriate action.